



REDEEMER BAPTIST SCHOOL

a ministry of Redeemer Baptist Church



HANDBOOK 17



*A distinctive Christian School that strives for excellence
in all areas to the glory of God*

REDEEMER BAPTIST SCHOOL



THE SCHOOL HANDBOOK

CRICOS No. 00415K

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RBSH2017

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1. The School—A Covenant Community

Redeemer Baptist School is a community school.

*It is a community school in the **broad** sense*, in that it is a member of a wider group of schools known as the Association of Independent Schools (AIS) of New South Wales.

*It is a community school in the **specific** sense*, in that it is a school with a church base which generates a sense of commitment to the development of a corporate body of people—staff, parents, friends, as well as students—who understand the nature of belonging to something larger than their own interests and who are willing to discover the value of serving one another. One educationist has expressed it succinctly that ‘covenant and not contract builds community’.

Substantial changes in the culture of our nation may diminish the concern of Christians who once sought to obtain a genuine Christian education for their children as a prime parental responsibility. Economic determinants with their stress on cost-effectiveness can lead to schools marketing and parents ‘shopping’ in that market for a product called ‘education’.

As ‘covenant and not contract builds community’ in the Christian school, therefore *community will not arise if people are simply trading money for services*. The key principle of community is Christian love in action which engages all to participate in worship and sharing, counselling and encouragement—above all, to celebrate life together with Christian joy and hope.

Our School believes that, in a full education, every child needs to encounter this authentic Christianity lived out in the relationships within the School. We live in a ‘community-poor’ world where selfishness and exploitation characterise human relationships more than cooperative serving. We all need, in some degree, the restorative power and peace of genuine biblical community. *Such community is **inclusive***. It not only permits ‘outsiders’ but harbours them. *It is a place of **safety*** where: all are accepted; uniqueness is celebrated, not ridiculed; and conflict may be resolved without physical or emotional violence. Such acceptance requires a humility uncommon in society but possible in the setting of God’s people.

The School seeks to create a learning environment that is thoughtful, free, sharing and respectful rather than competitive, tense, self-serving and fearful. Our School is to be an environment where people may laugh with each other, pray for each other, and help the weakest. There is support for those who are disciplined. This caring and celebrative tone in the School community is frequently remarked upon by visitors.

The community of a Christian school is not established by attacking governments or other agencies or by setting itself against some other group. Except where there is conflict with biblical standards, *a Christian school works in **cooperation with the State** towards access to a good education for all*. This co-operative approach includes parents and the wider church while seeking to enable students to fulfil the vocation that God has called them to follow.

Authentic community arises out of a common purpose and commitment. The Bible describes authentic community as ‘shalom’—a wonderful term for a general, peaceful well-being. This term expresses the unimpaired relationships that can be established with others in fulfilling together what the School undertakes to establish in the lives of its students.

The School recognises that in order to create true community a balance must be discovered between: *personal learning*, taking responsibility for one’s own learning for the rest of life; and *communal learning*, taking responsibility for each other as true colleagues. Individual pursuit of learning is necessary and encouraged in the School without usurping the responsibility of caring for each other. *The pervasive self-centredness too often permitted in secular education can be confronted and healed in a Christian school*. Too often in a school there is a ‘hidden curriculum’ of competition that discourages co-operation. This is evidenced by an emphasis on grading, streaming and ranking. The School therefore seeks to prepare students for a future in which *cooperation and collaboration* are valued. It does this as it transforms and modifies its practices so that the ‘hidden curriculum’ is in line with the School’s stated beliefs and purposes.

To achieve this, we need a **corpus of parents to covenant with the School to fulfil these intentions**. This Handbook expresses a portion of the total expression of those intentions through various aspects of classroom procedures, behavioural requirements, uniform presentation or parental cooperation required in transport arrangements.

This Handbook provides a practical guide to parents on how they can cooperate with the School to build a Christian learning community.

Parents are invited to consider carefully the degree to which they share this view of true education as a foundation for the life experiences of their child. This will provide the greatest affirmative contribution to their student's education, namely, parents and school covenanting as one to pursue a common goal for children. This is the school functioning as a covenant community.

Noel Cannon
Founding Principal

2. The School Crest

On the morning of 4th December, 1986, the Annual Service of Worship occurred on the Robertson playing fields of the School. The Report of that day recorded:

This morning you have before you a work of craft from the turn of this century. It is a stained glass window which was fashioned in 1908 as a memorial to a certain Rev. J.A.R. Brotchie, M.A.. Since that time, it has been the centre window of what was St. David's Presbyterian and later St. David's Uniting Church at Thornleigh.

It was within the church and precincts of St. David's that our School had its beginnings in May, 1981. The window carries as its centrepiece the emblem of the burning bush as a reminder of its Presbyterian heritage and has within it the Latin inscription:

NEC TAMEN CONSUMEBATUR.
'And yet it was not consumed'.

It is before us this morning both as a reminder of our roots as a School and to announce to you that it will provide the inspiration for our School badge.

It contains the rich symbolism of the holiness of life and the vocational calling that comes from God to each man; for it signifies the encounter—a living encounter—of one man with God. It reminds us of the calling of one of the saviours of God's people, the forerunner of our Saviour who said to the Father,

'Here am I, I have come to do Your will'.

The School crest emerged during 1991 as a recognition of ten years of God's continuing presence in the ministry of the School. The formation of its design sought to embody the original vision of the School and to incorporate and visualise the ethos of its life.

The Burning Bush

The appropriate central imagery of the **flames of fire** reminds us that the Lord appeared to Moses in such flames from within a bush which burned 'yet was not consumed'. Turning aside in wonder, Moses was reminded by God that He was the God of his forefathers, Abraham, Isaac and Jacob and now the God of Moses.

The School Motto

At the heart of Moses' response that day lay his Hebrew understanding of '**hearing**' being inseparable from '**obedience**', that is:

'To Hear is to Obey'.

And, in that obedience, not the shepherd of the flocks nor the prince of Egypt but the prophet of God emerged from that burning desert—in obedience—to lead his people from captivity to the land of God's promise.

The Abandoned Boat

The motif of **the boat**—without sails—takes us to the New Testament apostle, Simon Peter, the fisherman. In obedience to the Galilean Jesus he discovered, in the miracle of the haul of fish, the Christ of Jew and Gentile alike: Jesus Christ, the Saviour of the world. Like Moses awed by the living encounter with God, Peter, with his brother fishermen, heard the call to follow; and in obedience ...

'They Left Their Nets'.

To the Galilean fishermen, it was an abandonment of all their security; of all their roots, of town, of livelihood, of friends, of family. One day, on the hill of Calvary, they would see the supreme abandonment of Jesus Christ to the will of His Father:

'Father, remove this cup from me; yet, not what I will, but what You will'.

The boat is a reminder, too, that a part of our roots lies in the ministry of the Episcopal Church of the Redeemer, Houston, from whence comes our name, Redeemer Baptist Church. The Rector of Redeemer, Houston, Graham Pulkingham, recorded that church's remarkable encounter with God in the book, *'They Left Their Nets'*.

The obedience of the congregation in Houston to that encounter saw many of them emerge as the Community of Celebration. Their worship ministry, the 'Fisherfolk', continues to make a formative impact on the lifestyle and ministry of our Church.

The Golden Crown

The crest is surmounted by **the crown**, symbolizing the sovereign rule of God and His Lordship of our lives. Like Moses and Peter, we hear the call of God revealed in the life, the death and the resurrection of Jesus Christ. In the obedience of faith, we too follow our Redeemer.

The Church Logo

At the centre of the crown is the Church logo reminding us of the **centrality of the cross of Jesus Christ**. That cross is surrounded by the circle of fellowship of those who bow to the Christ of that cross, and whose lives appear as the fruits of that discipleship. The Church logo reminds us that **the School is an expression of the ministry of the Church**.

Flames of Fire

Beautifully portrayed in the original stained glass is the white-heat intensity of the centre of the **flames**. The light was in the bush. And the light was the Presence of the Lord. Men of old were undone and transformed by the Presence of God. The prophet Isaiah cried, 'Woe is me! I am a man of unclean lips, yet with these eyes I have seen the King'. The disciples' hearts burned within them as He talked with them on the Emmaus road. Saul of Tarsus fell to the ground as the light of heaven flashed about him, and in response to his cry—'Who are you, Lord?'—he heard the voice say, 'I am Jesus, whom you persecute'.

For each of these people, their knowledge of God by hearsay became a knowledge of Him by experience. Each recognised that they had been in the presence of the Living God and Ruler of lives; someone whom they could acknowledge was their Lord. When Moses walked down the mountain, he and God walked together, the earlier glow of that bush now transformed by the Fire of God's Presence. Fearful disciples believed; and the Christ-hating Saul became the God-loving Paul. Henceforth each would walk daily in the Light, seen in the Pentecostal tongues of fire of the outpoured Holy Spirit or through eyes from which the scales had fallen.

This crest has been fashioned to remind the School Community that the education of our children will be founded on certain, clear assurances: that *God can visit any man*; a princely Moses-turned-shepherd, a humble fisherman, unlettered disciples, or a learned Paul; that the *communication of the word* will allow truth to flame forth by the *Revelation of The Word*; that the incarnation, the advent of God made flesh in Jesus Christ, is more than a pleasant nativity story about a babe in a manger; and that Christ's coming to earth was in truth expressing the continuing possibility of His coming to each man and woman, boy and girl, and dwelling in them. That possibility remains for all those today who willingly embody the truth that:

'TO HEAR IS TO OBEY'.

3. The N F Cannon Library

In our 30th year as a school, I opened the *N F Cannon Library* which was named after our Founding Principal to honour his obedience to the call of Christ in the establishment of our School. Fittingly, the Year 12 class of 2010 assisted the School with a gift to incorporate the Brotchie window—much loved by our Founding Principal—in an elevated position in the glass wall at the top of the central stairway. The western wall of the Library facing James Ruse also carries a large, public, crafted artistic depiction of the School crest which is a reminder of our continuing vision for a Christian worldview in education. We want Jesus Christ to be at the centre of all that we do as a School: our learning, our relationships, our character development, our goals.

At the opening of the N F Cannon Library, I said:

I am reminded of the importance of literature, especially as we consider our vision of a Christian worldview in education. At Redeemer, what we do and believe is based on a collection of 66 books known as the Bible. The Apostle John, concluding his book about Jesus Christ, said: 'there are also many other things that Jesus did, which if they were written one by one, I suppose that even the world itself could not contain the books that would be written.' And we have tried to include in this Library many books that speak authentically about what Jesus has said and done throughout history, literature about what God has written both in the book of His word and in the book of His works. And we always seek to develop our collection of accessible literature to give you, our students, the best of our culture—enabling you to stand on the shoulders of all that has gone before so that your distinctive contribution in society will have value before God and man.

And, of course, now literature does not just mean books on a shelf. I understand that some libraries are now being built without paper books. There is at least one educational consultant who first said in 1996 that 'schools and teacher librarians should work towards a ceremonious closing of the library'. This educational consultant keeps saying that schools should have a more global approach to learning, that is, information technologies should be available within the students' regular learning environment.

I believe that, for the foreseeable future, this is a false dichotomy. Of course we need digital information available to students within their regular classrooms and specialised learning areas. This is the ICT policy of our School. And the Library must always be developing towards becoming a Global Learning Centre, with worthwhile sources from around the world accessible to students on screen both for individual and collaborative learning. But some learning and browsing and recreation is still best done using print on paper, accessible in a collection, in a building that encourages access and focus.

So our Library and Global Learning Centre is a step along the way in our vision towards a Christian worldview in education. It is not the end of the road! Whilst the design and construction of the Library took into account contemporary issues, it was not dictated by current fads.

We pray that the enduring values of a Christian worldview in education, which are engraved in stone within the Library—love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control—we pray that these enduring values will be the fruit of the lives of those who access knowledge and wisdom on the pages and screens within. That is our hope for the next generation!

Jonathan Cannon
Principal

4. Enrolment Policy

Redeemer Baptist School is a comprehensive, co-educational Pre-Kindergarten to Year 12 Christian school operating within the regulatory and accountability requirements of the Education Act as set by the NSW Education Standards Authority (NESA). All applications for enrolment will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the School, siblings already attending the School, and other criteria determined by the School from time to time. Once enrolled, students are expected to support the School's ethos and comply with the School's rules—as set out in the Conditions of Enrolment and the School Handbook—to maintain the enrolment.

(a) Procedures

- (i) All applications will be made with the Registrar and all necessary documentation provided in English (as stated in the information letter, including the last two school reports and English College reports) at the time of interview with the Principal, the Headmaster and/or his delegate.
- (ii) Personal information collected by the Registrar with regard to students will include
 - . names by which the student is or has been known
 - . full birth certificate
 - . residential address
 - . family circumstances including duly certified copies of any relevant court orders, parenting orders or parenting plans
 - . ethnic, cultural and religious particulars
 - . primary language
 - . contact details for the student's doctor(s)
 - . any diagnosed medical conditions
 - . immunisation records with respect to vaccine preventable diseases
 - . any physical impairment or disability
 - . Medicare and health fund particulars.
- (iii) Personal information collected by the Registrar with regard to parents/guardians of a student will include
 - . names by which the parents/guardians are or have been known
 - . residential address
 - . place of employment
 - . all contact telephone numbers
 - . any other contact details.
- (iv) Personal information (collected by the Registrar) including name, address, telephone numbers and any other contact details is collected for each person: who may be contacted in an emergency; any authorised nominee to collect the child from the After School Care Service; any person authorised to consent to medical treatment or administer medication to the child.
- (v) At the interview each applicant's supporting documentation, references, and interview responses will be considered by the Principal or Headmaster or his delegate in terms of a willingness to support the School's ethos.
- (vi) In relation to the educational needs of the applicant, the Registrar will gather information and reports at the direction of the Principal or Headmaster from parents/guardians and other relevant persons to allow for proper consideration of these needs.
- (vii) Overseas students must provide documentary evidence to the Registrar that he or she has a sufficient standard of English to cope with the course. This evidence may result from IELTS testing or from other approved providers. Previous School Reports may contribute to evidence required. All applications will be assessed by the Principal, Headmaster or his delegate to ensure students have the appropriate qualifications and proficiencies to undertake the course.

- (viii) The School will take into account any Australian Government Department of Immigration and Border Protection (DIBP) schools sector English proficiency test requirements.
- (ix) The Principal or Headmaster or his delegate will consider evidence provided by the applicant to establish the appropriate Year of Enrolment and whether the School has facilities and/or personnel to accommodate the applicant before making an offer of enrolment.
- (x) A Letter of Offer will be sent to successful applicants with:
 - a Form of Acceptance to be signed by parents or legal guardians and returned with an enrolment deposit as specified in the Letter of Offer;
 - written authorisation to be signed by the parents/guardians of the student for the School to seek as required treatment from emergency medical, hospital, dental and/or ambulance service in the event of injury or illness whilst at School;
 - a copy of *The ESOS framework* provided by Australian Education International (overseas students only); and
 - Circumstances in which personal information about students may be shared (overseas students only).
- (xi) At the time of entry, overseas students will be re-assessed by TESOL staff and a withdrawal program may be instituted to ensure English proficiency is satisfactory. There is an expectation that students entering should have attained proficiency measured by the ACER Diagnostic English Language Tests (DELTA) as follows:

Years 7 & 8	Pre-intermediate
Years 9 & 10	Intermediate
Years 11 & 12	High Intermediate – Advanced
- (xii) The School will notify the Australian Government Department of Education and Tuition Protection Service Director of provider and student defaults and the outcomes of such defaults in accordance with the requirements of the Education Services for Overseas Students Act.

(b) Student Population

The School population is composed of approximately 45% in secondary (7–12) and 55% in primary (K–6) with approximately 45% girls and 55% boys.

Redeemer Baptist School is a comprehensive school with an open enrolment policy. Students come from a wide range of ethnic and faith backgrounds including students with language backgrounds other than English. Some students have disabilities or special needs. The School also enrolls overseas students in primary and secondary years of schooling.

Redeemer Baptist School is a sister school to: Chang Won Nam Middle and High School in South Korea; Itokama Primary School in Oro Province, Papua New Guinea; and Yiwu Choucheng No 3 Primary School in Zhejiang, China.

5. Conditions of Enrolment

Enrolment at the School is subject to the following terms and conditions.

1. Parents will agree to allow the child to share fully in the life and program of the School, including the devotional activities and doctrine lessons.
2. Parents undertake to provide the child with the correct uniforms as approved by the School, from time to time, and to ensure that the child is always sent to School neatly and modestly dressed in that uniform.
3. Parents undertake to provide the child with all necessary textbooks and other equipment of a personal nature that may be required by the School to enable the child to benefit fully from the education offered.
4. Parents accept the right of the School to discipline as it deems wise and expedient for the child and agree to uphold the School's authority and right to administer appropriate punishment in accordance with the policies of the School.

5. All fees are payable in advance on the first day of each term and where payment is not made by the due date a late payment charge may be levied. Fees include tuition, capital, camp, excursion, bookstore and uniforms. Camp and excursion fees are payable for current students regardless of attendance at the curriculum event unless at least four weeks notice of non-attendance is provided and agreed to by the School. Any cost of debt recovery for overdue accounts including legal expenses and commission paid by the School to a debt collection agent will be added to the debt balance payable by parents to the School. A family rebate for tuition and capital fees may be granted if the family shows evidence of financial disadvantage in the form of a means-tested family benefit or equivalent. Rebates will not be applied retrospectively.

(Note: Where the requirement to pay in advance causes hardship, an alternative payment plan may be discussed with the Principal or Headmaster.)
6. Parents will give at least one term's notice in writing of termination of enrolment, and failure to do so will render them liable for one term's fees.
7. The School may suspend or terminate enrolment at its discretion in any circumstances where it considers such action to be desirable or necessary with respect to the policies in the School Handbook and safety of the School community and, without limiting the generality of the foregoing, for any non-compliance with these conditions of enrolment.
8. If circumstances exist whereby a refund of the whole or part of any unutilised fees may be justified then the School in its sole and absolute discretion may make such refund as it considers appropriate.
9. A deposit of one term's fee is payable at the time of acceptance of an offer. This deposit is refunded, on request, at the end of schooling if all other commitments have been met.
10. If an offer is accepted and deposit paid and the offer is then not taken up, the deposit is not refundable.

(a) Conditions of Enrolment for Overseas Students

Enrolment at the School is subject to the following terms and conditions:

1. Parents/guardians will agree to allow the child to share fully in the life and program of the School, including the devotional activities and doctrine lessons.
2. Parents/guardians undertake to provide the child with the correct uniforms as approved by the School, from time to time, and to ensure that the child is always sent to School neatly and modestly dressed in that uniform.
3. Parents/guardians undertake to provide the child with all necessary textbooks and other equipment of a personal nature that may be required by the School to enable the child to benefit fully from the education offered.
4. Parents/guardians accept the right of the School to discipline as it deems wise and expedient for the child and agree to uphold the School's authority and right to administer appropriate punishment in accordance with the policies of the School.
5. Students will not be permitted to commence school until all tuition and camp fees for the year are paid provided that students are not required to pay more than 50% of their tuition fees before they start the course. In addition, a deposit is required to be paid for excursion, bookstore and uniforms. Such arrangements apply to subsequent years of schooling as well as for the commencement year.
6. Parents/guardians will give at least one term's notice of termination of enrolment in writing, and failure to do so will render them liable for one additional term's fees. This must be read, however, in conjunction with Clause 13. Overseas Students are expected to remain until the end of the contracted period of the course being studied.
7. The School may suspend or terminate enrolment at its discretion in any circumstances where it considers such action to be desirable or necessary with respect to the policies in the School Handbook and safety of the School community and, without limiting the generality of the foregoing, for any non-compliance with these conditions of enrolment.

8. The School will not refund fees after commencement of enrolment if the student does not complete the contracted period of study unless required to do so by legislation. Any credit balance in Bookstore, Camp, Excursion or Uniform accounts is refundable.
9. If an offer is accepted and deposit paid and the offer is then not taken up, the deposit is not refundable.
10. If the School defaults, refunds will be paid within two (2) weeks from the default date giving a full explanation in writing of the refund calculations.
11. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
12. Refunds will be paid within four (4) weeks after receiving a written claim from the student and/or parents/guardians.
13. Transfers to other schools during courses may require agreement with the School. This School will only approve transfers in exceptional circumstances. The students entering this School are thus contracting to complete the course of study at this School.
14. The School is required by DIBP to confirm that appropriate arrangements have been made for overseas student accommodation, support and general welfare in Australia. Students must stay with guardians or in accommodation approved by the School and guardians. They must not live independently. Accommodation must not be changed without prior approval by the School. Any change of address while enrolled in the course must be notified to the School. The School reserves the right to require a change in accommodation if it is deemed to be unacceptable. Any change in guardianship arrangements must have the approval of the School.
15. It must be noted that holders of Student Visas are not eligible to receive bus and train passes for free travel to and from school.

Courses Available:

Primary	K–6	008284 G	7 years
Secondary Junior	7–10	005105 F	4 years
Secondary Senior	11–12	005106 E	2 years

6. Code of Conduct

(a) *Rights and Responsibilities*

In keeping with the School's aim to create a learning environment that is thoughtful, free, sharing and respectful rather than competitive, tense, self-serving and fearful, staff are expected to keep this in mind as they accept their duty of care responsibilities. Staff are expected to provide opportunity for students to achieve and develop academically and socially in line with the policies of the School and consistent with the School's Christian worldview.

Students are responsible to work within the requirements of the School in accordance with the Conditions of Enrolment and the School Handbook. Students are responsible to share fully in the life and program of the School, including the devotional and doctrine lessons.

The staff are to be treated by staff, students and parents/guardians with respect and due consideration, and are to be allowed to uphold in every way possible the School's authority and responsibility to administer correction in accordance with the policies of the School.

The students are to receive a sound education and are to be heard in all matters of their learning environment in keeping with the policies of the School in relation to discipline and complaints and grievances policies and procedures.

(b) *Behaviour Management Policy*

The aim of the Behaviour Management Policy of the School is to

- promote self-discipline and proper regard for authority among the students
- encourage good behaviour and respect for others and deal with all forms of bullying that may arise

- work towards students' standards of behaviour being consistent with the ethos of the School and promoting the care of the other person
- provide a range of disciplinary measures to be used to regulate students' conduct.

Behaviour strategies for individual students are referred to the Principal or Headmaster on behalf of the Principal and Board of the School for determination. Where required, the Principal or the Headmaster or his delegate will meet with parents/guardians to establish these procedures.

Any violent behaviour must be reported to the Principal or Headmaster or his delegate and the incident fully recorded. Staff may use appropriate restraint to prevent student injury and must obtain, where possible, the assistance of another staff member immediately. In the absence of the Principal or Headmaster, the matter is to be reported to the Senior Master or the Principal or Headmaster's delegated representative.

Any fighting and/or bullying will result in immediate disciplinary action including detention, exclusion from class, suspension and, for repeated offences, expulsion. Any bullying will be referred to parents/guardians to assist in the maintenance of the School's policies. The School has a no-tolerance drug policy and any involvement with drugs will result in expulsion.

Severe behaviour problems will, after consultation with parents/guardians, be referred to appropriate health professionals for advice and/or treatment. Other support services can be accessed through the Children's Hospital at Westmead—including the Child Protection Unit (24 hours)—on 02 9845 0000. The Children's Hospital is located at the corner of Hawkesbury Road and Hainsworth Street, Westmead.

Where matters are of a criminal nature, they will be referred to the police. Students are also held accountable if they have knowledge of such behaviours among other students but fail to inform the Principal or Headmaster.

If required, Police School Liaison and/or Youth Liaison Officers can be contacted at The Hills Local Area Command (LAC) on 02 9680 5399. The Hills LAC is located at the corner of Castle and Pennant Streets, Castle Hill.

(c) *School Leadership Policy*

The leadership role of Years 11 & 12 in the School involves them in a number of supervisory activities. In all of these activities the senior students function with the authority of the School.

The School, as such, does not have prefects or school captains but every senior student carries the responsibility of leadership.

(d) *Management, Reporting of Serious Incidents*

All serious incidents are reported to the Principal or Headmaster or his delegate.

The incidents must be written up immediately or as soon as circumstances permit and lodged with the Principal, Headmaster or Senior Master.

No action is to be taken without reference to the Principal, Headmaster or his delegate.

7. School Organisation

Redeemer Baptist School is a comprehensive Pre-Kindergarten to Year 12 school which comprises three working units:

- The Preparatory School (Pre-Kindergarten to Year 4)
- The Middle School (Years 5 to 8)
- The Senior School (Years 9 to 12)

Each School is divided into teaching groups called **Modules**. The Kindergarten Module consists of two separate streams, Pre-Kindergarten and Kindergarten. Years 1 to 10 consist of modules of non-streamed classes divided into teaching groups.

The Preparatory School

Module K Pre-Kindergarten and Kindergarten

Module L Years 1 & 2

Module M Years 3 & 4

The Middle School

Module O Years 5 & 6

Module 1 Years 7 & 8

The Senior School

Module 2 Years 9 & 10

Module 3 Year 11

Module 4 Year 12

The **Year 12** new **Academic Year** commences at the start of **Term 4** in the preceding year.

The mode of learning is full-time on-campus face-to-face delivery including explicit instruction, discussion, tutorial, laboratory, workshop, excursions, camps, individual study and borderless classroom for out-of-school-hours learning using technology enhanced forms of delivery. The School does not offer distance, online or hybrid modes of course delivery.

The School does not grant course credit to overseas students.

8. School Uniform

The uniform of Redeemer Baptist School has been thoughtfully designed to portray and emphasise some of the foundational principles of the School:

1. Redeemer Baptist School is a Christian school.
2. Redeemer Baptist School is an educational institution.
3. Redeemer Baptist School upholds excellence.

(a) Boys' Uniform Details

(i) Hairstyle

It is expected that a high standard of cleanliness and a well-brushed appearance will be maintained at all times. Any hairstyle which reflects current fractured, fragmented and even perverted societal attitudes to the Christian and biblical view of man/woman will **NOT** be acceptable within the School. These include **any** styles involving shaving, stepping, or gel spiked styles.

The only style acceptable for boys is known as a tapered college cut. This includes hair off the collar, off the ears, and a part on one side or the other. No kind of hair colouring, mousse or gel is allowed.

The following description may help you to describe the requirements of the School to your son's barber:

**Haircut is to be tailored with no extremes in length.
No shorter than a number 4 through the sides and back,
not too high up and is to be blended into a medium
layered through the top with no spiking of the hair.
Hair is to be parted on either left or right side.
Nape is to be square and no lines or steps are accepted.**

Parents/guardians would need to make rules pertaining to hairstyle and hair care clear to any prospective student, since no variation of these rules will be permitted.

The School provides the services of its own authorised hairdresser for the convenience of parents/guardians. Where there are constant breaches of School hairstyle requirements or difficulties with some hairstyle, students will be required to have their hair cut only by the School barber.

(ii) Hair Care

It is imperative (particularly during summer months) that heads are thoroughly checked for the presence of head lice. The condition needs **PROMPT and SYSTEMATIC** treatment. It is as likely to be present in boys' short hair as it is in girls' longer hair. This condition carries an unnecessary stigma and a hint of possible uncleanliness. **NEITHER OF THESE IS THE CASE.** The condition has for some time been endemic in our society.

Please move promptly to treat the condition. If you feel unsure, be just as prompt to discuss it with a member of staff. We recommend the use of a mild preventive treatment during the summer and swimming seasons particularly.

(iii) Jewellery

For boys, the only permissible jewellery to be worn with the uniform is a **wrist watch with band colour that respects the School uniform.** Watches that do not respect the School uniform as determined by the Principal, Headmaster or his delegate may not be permitted.

**The wearing of chains, bracelets, or earrings is forbidden
as any part of the boys' uniform.**

(iv) Summer Uniform: Pre-Kindergarten

Garment	Description	Supplier
Shorts	dark navy, elastic backed without front zip	School
Shirt	white, tucked, short-sleeved, large soft collar	School
Jumper	V-necked, long-sleeved, navy wool	School
Socks	short, navy	School
Shoes	black, laced, hard-soled (see page 20)	Retail outlet

(v) Summer Uniform: Kindergarten & Module L

Garment	Description	Supplier
Shorts	dark navy, elastic backed without front zip	School
Shirt	navy, open-necked, short-sleeved, distinct Infants' style	School
Jumper	V-necked, long-sleeved, navy wool	School
Socks	short, navy	School
Shoes	black, laced, hard-soled (see page 20)	Retail outlet

(vi) Summer Uniform: Modules M & O

Garment	Description	Supplier
Shorts	navy, zippered, with side tabs at waist	School
Shirt	navy, open-necked, short-sleeved, distinct middle school style	School
Jumper	V-necked, long-sleeved, navy wool	School
Socks	long, navy	School
Shoes	black, laced, hard-soled (see page 20)	Retail outlet

(vii) Summer Uniform: Modules 1, 2, 3 & 4

Garment	Description	Supplier
Trousers	long, navy	School
Shirt	Modules 1 & 2—navy, open-necked, short-sleeved, distinct middle school style Modules 3 & 4—navy, open-necked, short-sleeved, distinct senior style	School
Jumper	V-necked, long-sleeved, navy wool	School
Socks	short, navy	School
Shoes	black, laced, hard-soled (see page 20)	Retail outlet
Belt	black, with inconspicuous approved buckle	School or retail outlet

Note:

On formal occasions as advised by the School—including the Annual Service of Worship—the boys will be required to wear the full winter uniform.

(viii) Winter Formal Occasions Uniform: Pre-Kindergarten

Garment	Description	Supplier
Woollen Shorts	silver grey	School
Jacket	navy, wool gaberdine buttoned jacket, V-necked, without collar, long-sleeved	School
Shirt	plain, silver grey, long-sleeved, with large soft collar	School
Jumper	V-neck, long-sleeved, navy wool	School
Socks	long, navy, ribbed with turnover	School
Shoes	black, laced, hard-soled (see page 20)	Retail outlet

(ix) Winter Uniform: Kindergarten & Module L

Garment	Description	Supplier
Woollen Shorts	silver grey	School
Blazer	school-style, navy, wool gaberdine	School
Shirt	plain silver grey	School
Tie	plain, dark navy, with crest	School
Jumper	V-neck, long-sleeved, navy wool	School
Socks	long, navy, ribbed with turnover	School
Shoes	black, laced, hard-soled (see page 20)	Retail outlet

(x) Winter Uniform: Modules M–4

Garment	Description	Supplier
Trousers	long, silver grey	School
Blazer	school-style, navy, wool gaberdine	School
Shirt	plain silver grey	School
Tie	plain, dark navy, with crest to meet Module requirements	School
Jumper	V-neck, long-sleeved, navy wool	School
Socks	short, navy	School
Shoes	black, laced, hard-soled (see page 20)	Retail outlet
Belt	black, with inconspicuous approved buckle	School or retail outlet

(xi) Wearing of Winter Uniform

The uniform for winter has been designed:

1. to keep students warm
2. towards a style and presentation of each student that expresses the life of the School.

Students are therefore responsible to maintain this standard. **The tie** will be worn at all times, unless otherwise directed.

The jumper will be worn as necessary or as directed. Outside the School, the jumper alone without the School blazer is **NOT** School uniform. Jumpers must be purchased to **fit** the student. The winter uniform is fitted to allow for the wearing of a jumper. Any current fashions such as wearing **oversized jumpers** is **not** part of School uniform. Jumpers which have been misshapen through deliberate stretching are also unacceptable.

The blazer is to be worn with only the middle button fastened.

It is suggested that boys retain navy summer shorts/trousers at School for use in the playground in winter. On no account should navy shorts/ trousers be worn to and from School as part of winter uniform.

(xii) Cleaning of Uniforms

Garments are clearly marked with the manufacturer's instruction, e.g. **DRY CLEAN ONLY**. The manufacturer alone is competent to say what the cloth requires in cleaning. **PLEASE READ AND FOLLOW INSTRUCTIONS.**

Where washing is required (e.g. summer uniform), it is suggested that gentle detergents and a gentle machine cycle be used. Navy garments should be dried in the shade to minimise fading.

(xiii) Boys' Black Shoes: Modules K–4 Summer and Winter Uniform

Care needs to be taken in the purchase of boys' shoe styles. There are styles which seem to meet almost every requirement in boys' shoes and yet which absolutely fail to be satisfactory.

If there is the slightest doubt, the School should be contacted prior to the shoe being worn. Remember, because retailers designate a product 'School' or 'College' this does not automatically suggest it is acceptable.

The shoe styles which are **APPROVED** as School uniform for boys have the following features: **four lace holes, a hard (not bump) toe** and a **black rubber sole**. Shoes with soft, thick gristle soles and exaggerated cleating and stitching around the sole are **NOT** uniform.

As shoe styles vary from year to year, **the School website has an up-to-date list of styles** which are acceptable to the School.

(xiv) Boys' PE/Sports Uniform: Modules K–4

Garment	Description	Supplier
Shorts	coordinated navy, red and white	School
Polo shirt	coordinated navy, red and white with crest	School
Socks	plain white sports type (crew), no anklet varieties	School or retail outlet
Joggers/ Sandshoes	white, no colour, for Pre-Kindergarten to Year 2 velcro closures preferred	Retail outlet
Tracksuit	navy blue with School Crest	School
Sports hat	white, 'slouch'	School

- NB**
- The navy School jumper** may be worn to and from sports locations. If extra warmth is still needed, a half-sleeve or athletic singlet may be worn **UNDER** the polo shirt.
 - The tracksuit** is compulsory for Modules K–L. The wearing of the tracksuit is **NOT** compulsory for Modules M–4, but **the only tracksuit to be worn is the School tracksuit**. A lined polyester tracksuit is available for Years 5–12.
 - The sports hat and cap:** Reduction of direct sunlight should be effected by **sunscreen** and a **head covering**. The School issues a sports hat or cap for this purpose and recommends the use of sunscreen on a daily basis.

The School sports hat or cap is advisable for all Modules, but compulsory for Modules K, L & M where **'NO HAT, NO PLAY'** applies.

The School PE uniform has been carefully selected to express the life of the School both within the School and on public occasions. Therefore, **NO** PE uniform other than that specified by the School is regarded as uniform.

**On any occasion involving sporting activity,
students *MUST* wear the correct PE uniform.**

All occasions of sporting activity require the specified PE uniform only and students who fail to have the attire at School or on location will be disciplined.

(xv) Swimming Costumes

The School swimming costume is available through the School. This uniform swimming costume is the only costume to be worn on School swimming occasions.

(xvi) All articles of clothing are to be CLEARLY LABELLED

To minimise lost property, which involves extra cost to parents/guardians, this is a uniform requirement.

**All enquiries about School uniform supply should be directed to:
the School office—telephone 02 9630 6311
or emailed—uniforms@redeemer.org.au**

We will gladly assist with requests for supply or alterations.

(b) Girls' Uniform Details

(i) Hair Styles

It is expected that a high standard of cleanliness and a well-brushed appearance will be maintained at all times.

Short hair styles must be groomed so that the hair is maintained clear of the face. Any hair style which has the appearance of deliberate un-grooming and 'un-order' will be required to be dampened and pinned down during the student's hours within the School, and in travel to and from School or School occasions.

Long hair styles include any hair which rests on the collar or longer.

Long hair must be

- tied in two bunches or plaits; or
- tied in one bunch or plait; or
- simply twisted or plaited and put up.

Long hair which is 'shagged' or 'bobbed' around the face, **must** be maintained or pinned clear of the face during students' hours within the School.

Any hair style which reflects current fractured, fragmented and even perverted societal attitudes to the Christian and biblical view of man/woman will **not** be acceptable within the School. This includes **any** style involving shaving or stepping.

No kind of hair colouring, mousse or gel is allowed.

(ii) Hair Ribbons and Clips

ONLY navy ribbons or navy hair restraints are to be worn with School uniform throughout the School. Plain bobby pins or small navy metallic clips **ONLY** are to be worn with School uniform.

Approved hair ribbons, scrunchies and clips are available at the Bookstore.

Dark hat elastic ONLY is to be worn with School uniform.

Any variation from these requirements is unacceptable.

(iii) Hair Care

It is imperative (particularly during summer months) that heads are thoroughly checked for the presence of head lice. The condition needs **PROMPT** and **SYSTEMATIC** treatment. It is as likely to be present in short hair as it is in longer hair.

This condition carries an unnecessary stigma and a hint of possible uncleanliness. **NEITHER OF THESE IS THE CASE.** The condition has for some time been endemic in our society.

Please move promptly to treat the condition. If you feel unsure, be just as prompt to discuss it with a member of staff. We recommend the use of a mild, preventive treatment during the summer and swimming seasons particularly.

(iv) Jewellery

For girls, the only permissible jewellery is:

- **Wrist watch with band colour that respects the School uniform.** Watches that do not respect the School uniform as determined by the Principal, Headmaster or his delegate may not be permitted.
- **Golf bangle:** absolutely plain silver or gold.
- **Signet ring:** plain silver or gold; possibly initialled; no gems.
- **Earrings:** one pair of plain studs or traditional sleepers only; silver or gold; no gems.
- Modules 3 & 4 ONLY may wear at the neckline a plain **silver or gold chain** without any appendages.

(v) Summer Uniform: Pre-Kindergarten

Garment	Description	Supplier
Dress	navy blue, poly-cotton, short puffed sleeves, wide white collar, narrow white sleeve bands	School
Cardigan	navy, V-neck, long-sleeved, woollen	School
Socks	white, single-ribbed short socks, turned down	School
Shoes	black, laced, hard-soled, see page 26	Retail outlet
Underwear	black, full brief	Retail outlet

(vi) Summer Uniform: Kindergarten & Module L

Garment	Description	Supplier
Dress	navy blue/white, poly-cotton gingham, short puffed sleeves, wide white collar	School
Apron	navy, poly-cotton, worn as part of uniform	School
Cardigan	navy, V-neck, long-sleeved, woollen	School
Socks	white, single-ribbed short socks, turned down	School
Shoes	black, laced, hard-soled, see page 26	Retail outlet
Underwear	black, full brief	Retail outlet

(vii) Summer Uniform: Modules M, O & 1

Garment	Description	Supplier
Pinafore	navy, poly-viscose, gaberdine	School
Blouse	white, poly-cotton, short-sleeved, wide white collar. Modules M & O have embroidered collars on the blouse	School
Cardigan	navy, V-neck, long-sleeved, woollen	School
Socks	white, single-ribbed short socks, turned down	School
Shoes	black, laced, hard-soled, see page 26	Retail outlet
Underwear	black, full brief	Retail outlet

(viii) Summer Uniform: Module 2

Garment	Description	Supplier
Skirt	navy, poly-viscose, hip-yoked, with unpressed pleats	School
Over-blouse	navy, poly-viscose, loose-fitting hip length, short-sleeved, with wide white collar	School
Cardigan	navy, V-neck, long-sleeved, woollen	School
Socks	white, single-ribbed short socks, turned down	School
Shoes	black, laced, hard-soled, see page 26	Retail outlet
Underwear	black, full brief	School or retail outlet

(ix) Summer Uniform: Modules 3 & 4

Garment	Description	Supplier
Dress	School style for senior students	School
Cardigan	navy, V-neck, long-sleeved, woollen	School
Shoes	black, court style, heel from 3cm to 5.5cm	School
Underwear	black, full brief	School or retail outlet

NB Pantihose are **NOT** to be worn for summer.

Over-large cardigans are **not** part of School uniform. Cardigans which have been misshapen through deliberate stretching are also unacceptable.

(x) The wearing of summer uniform

The uniform for summer has been designed:

1. to keep students cool.
2. towards a style and presentation of each student that expresses the life of the School.

The wide collar of the dress (Modules K, L, 3, 4) and blouse (Modules M–2) must be worn over the cardigan (and pinafore).

The white single-ribbed sox are to be worn as required.

NB The summer uniform cardigan is **NOT** part of winter uniform. The dark navy, V-neck, long-sleeved woollen jumper affords more warmth for winter.

The wearing of **uniform black** underwear is required at all times with girls' uniform.

(xi) Winter Uniform: Pre-Kindergarten

Garment	Description	Supplier
Dress	silver grey, poly-cotton, long-sleeved, wide collar	School
Coat	dark navy, long-sleeved, wool gaberdine	School
Jumper	dark navy, V-neck, long-sleeved, woollen	School
Socks	long, navy, ribbed with turnover	School
Shoes	black, laced, hard-soled, see page 26	Retail outlet
Underwear	black, full brief	Retail outlet

NB The summer uniform cardigan is **NOT** part of winter uniform. The dark navy, V-neck, long-sleeved woollen jumper affords more warmth for winter. Note that **oversized** jumpers are **not** part of School uniform. If there is any uncertainty regarding size of jumpers or cardigans, please contact the School office (9630 6311) for assistance. This should prevent any need to re-purchase a correctly-sized jumper or cardigan.

(xii) Winter Uniform: Kindergarten & Module L

Garment	Description	Supplier
Dress	silver grey, poly-cotton, long-sleeved, wide collar	School
Apron	dark navy, wool gaberdine (Winter)	School
Apron	one summer apron for wearing at School to avoid soiling of winter apron which needs dry-cleaning	School
Coat	dark navy, long-sleeved, wool gaberdine	School
Jumper	dark navy, V-neck, long-sleeved, woollen	School
Socks	long, navy, ribbed with turnover	School
Shoes	black, laced, hard-soled, see page 26	Retail outlet
Underwear	black, full brief	Retail outlet

NB The summer uniform cardigan is **NOT** part of winter uniform. The dark navy, V-neck, long-sleeved woollen jumper affords more warmth for winter. Note that **oversized** jumpers are **not** part of School uniform. If there is any uncertainty regarding size of jumpers or cardigans, please contact the School office (9630 6311) for assistance. This should prevent any need to re-purchase a correctly-sized jumper or cardigan.

(xiii) Winter Uniform: Modules M & O

Garment	Description	Supplier
Pinafore	dark navy, wool gaberdine	School
Jacket	plain, dark navy, wool gaberdine, long-sleeved, fastened invisibly at the neck	School
Blouse	silver-grey, poly-cotton, long-sleeved with wide collar	School
Jumper	dark navy, V-neck, long-sleeved, woollen	School
Socks	white, single-ribbed short socks, turned down	School
Shoes	black, laced, hard-soled, see page 26	Retail outlet
Underwear	black, full brief	Retail outlet

(xiv) Winter Uniform: Modules 1 & 2

Garment	Description	Supplier
Skirt	Navy, wool pleated with hip-yoke	School
Jacket	dark navy, wool, buttoned at front	School
Blouse	silver grey, poly-cotton, long-sleeved with wide collar	School
Jumper	dark navy, V-neck, long-sleeved, woollen	School
Socks	white, single-ribbed short socks, turned down	School
Shoes	black, laced, hard-soled, see page 26	Retail outlet
Underwear	black, full brief	School or retail outlet

(xv) Winter Uniform: Modules 3 & 4

Garment	Description	Supplier
Skirt	dark navy, four pleats back and front	School
Jacket	dark navy, four pleated sleeve with grey pleats attached	School
Blouse	silver grey, poly-cotton, long-sleeve with wide collar	School
Jumper	dark navy, V-neck, long-sleeved woollen	School
Shoes	black, court style, heel from 3cm to 5.5cm	School
Underwear	black, full brief	School or retail outlet
Pantihose	beige	Retail outlet

(xvi) The wearing of the winter uniform

The uniform for winter has been designed:

1. to keep students warm
2. towards a style and presentation of each student, that expresses the life of the School.

Students are therefore responsible to maintain this standard. The wide collar of the blouse or dress must be worn over the pinafore, jumper and fastened jacket.

The **jumper** must be worn over the pinafore and blouse and under the jacket. The School jumper on its own is **NOT** School uniform. Jumpers must be purchased to **fit** the student. The winter uniform is fitted to allow for the wearing of a jumper. The current fashion of wearing **oversized jumpers** is **not** part of School uniform. Jumpers which have been misshapen through deliberate stretching are also unacceptable.

The grey single-ribbed long sox or the white single-ribbed short sox **turned down once** are to be worn as required.

The wearing of **uniform black** underwear is required.

With very few exceptions (and these will need to be individually negotiated), **GLOVES AND SCARVES ARE NOT PART OF SCHOOL UNIFORM.**

(xvii) Cleaning of Uniforms

Garments are clearly marked with the manufacturer's instruction, e.g. **DRY CLEAN ONLY.** The manufacturer alone is competent to say what the cloth requires in cleaning. **PLEASE READ AND FOLLOW INSTRUCTIONS.**

Where washing is required (e.g. summer uniform and infants' dress), it is suggested that gentle detergents and a gentle machine cycle be used. Navy garments should be dried in the shade to minimise fading.

(xviii) Girls' Black Shoes: Modules K–2 Summer and Winter Uniform

Care needs to be taken in the purchase of girls' shoe styles. There are styles which seem to meet almost every requirement in girls' shoes and yet which absolutely fail to be satisfactory.

If there is the slightest doubt, the School should be contacted prior to the shoe being worn. Remember, because retailers designate a product 'School' or 'College' this does not automatically suggest it is acceptable.

The shoe styles which are APPROVED as School uniform for girls have the following features: **four lace holes, a hard (not bump) toe and a black rubber sole.** Shoes with soft, thick gristle soles and exaggerated cleating and stitching around the sole are NOT uniform.

As shoe styles vary from year to year, **the School website has an up-to-date list of styles** which are acceptable to the School.

(xix) Girls' PE/Sports Uniform

Garment	Description	Supplier
Sports skort	coordinated navy and white	School
Polo shirt	coordinated navy, red and white with crest	School
Socks	white, single-ribbed socks, turned down	School
Joggers/ Sandshoes	white, no colour, for Pre-Kindergarten to Year 2 velcro closures preferred	Retail outlet
Tracksuit	navy blue with School crest	School
Sports hat	white, 'bucket'	School

NB 1. **The tracksuit** is compulsory for Modules K–L. The wearing of the tracksuit is NOT compulsory for Modules M–4 but **the only tracksuit to be worn is the School tracksuit.** A lined polyester tracksuit is available for Years 5-12.

2. **The sports hat and cap:** Reduction of direct sunlight should be effected by **sunscreen** and a **head covering.** The School issues a sports hat or cap for this purpose and recommends the use of sunscreen on a daily basis.

The School sports hat or cap is advisable for all Modules, but compulsory for Modules K, L & M where **'NO HAT, NO PLAY'** applies.

(xx) The wearing of the PE uniform

The School sports skort and polo shirt have been carefully designed to express the life of the School, both within School and on public occasions. Therefore, **NO** PE uniform other than that specified by the School is regarded as uniform.

**On any occasion involving sporting activity,
students *MUST* wear the correct school PE uniform.**

Failure to have attire at School, or on location, will result in student discipline.

Any apparently necessary modification to the School PE uniform should be first discussed with the School. If this modification is deemed necessary, the School uniform facility shall make any such modification, and the cost of the alteration charged to the student's account.

Home alterations to the School PE uniform **may put the garment outside School regulation**. In such a case, it will be necessary to purchase another School PE uniform.

The navy School jumper may be worn to and from sports locations. If **extra warmth** is needed, a singlet or short-sleeved spencer *may* be worn **UNDER** the polo shirt.

(xxi) Swimming Costumes

The School swimming costume is available through the School. **This uniform swimming costume is the only costume to be worn on School swimming occasions**. On certain occasions the wearing of the School swimming cap may be a requirement.

(xxii) All articles of clothing are to be CLEARLY LABELLED

**All enquiries about School uniform supply should be directed to:
the School office—telephone 02 9630 6311
or emailed to— uniforms@redeemer.org.au**

We will gladly assist with requests for supply or alterations.

(c) The School Badge

On the occasion of the Tenth Anniversary in 1991, the School crest was presented to the School community and students were provided with the first issue of the School badge. Since then, the School badge has been a uniform requirement.

Students will be advised upon entry to the School about the appropriate manner to wear the badge for various School occasions. The crest will appear on various pockets of wearing apparel and either woven or applied to other items of clothing.

The crest grants the ability to be clearly identified with the School and as such should be worn with appropriate honour.

(d) Raincoats

Customary yellow raincoat.

(e) Prices of Boys' and Girls' Uniforms

Parents/guardians are reminded that in the clothing trade it is notoriously difficult to maintain standards of colour, style and prices. Where possible, the School will keep parents/guardians informed of changes. The prices of School uniform items purchased from retail outlets are, of course, determined by those outlets.

(f) Clothing Pool/Uniform Sales

The School operates a clothing pool for the resale of second-hand clothing in clean and good condition. Details of the procedure for clothing to be accepted for resale are available from the School office.

Parents/guardians are reminded that whilst it is normal to expect 'hand-downs' of uniform within a family, or an exchange of uniforms arranged independently of the School clothing pool, the outcome of such arrangements must be of a standard acceptable to the School.

(g) School Bags

The standard bag is supplied by the School. Parents/guardians are asked to review the condition of the School bag and if necessary to make arrangements for the replacement of worn out School bags. The School bag is considered to be part of School uniform and as such shall bear no additional stickers or graffiti of any kind.

Orders can be placed through the School office.

There are four available recommended sizes:

Crested Backpack (XS) Pre-Kindergarten to Kindergarten

Crested Backpack (small). . . . Years 1–3

Crested Backpack (medium) . Years 3–7

Crested Backpack (large). . . . Years 7–12

Crested School Sports Bags for PE and Sports gear (gym shoe bags for Pre-Kindergarten to Year 4, sports bags for Pre-Kindergarten to Year 12, and optional kit bags for Years 7-12).

Other bags for specific purposes are to be approved by the School and should be navy blue or black and undecorated.

Parents/guardians must check with the School prior to purchase. The School will accept no responsibility for rejection where this procedure has not been followed.

ENQUIRIES ABOUT UNIFORMS

**All enquiries about School uniform supply should be directed to:
the School office—telephone 02 9630 6311
or emailed to—uniforms@redeemer.org.au**

**We will gladly assist with requests for
supply or alterations.**

9. School Communication Policy

Redeemer Baptist School provides opportunities for parents/guardians to obtain information about the education, health, welfare and conduct of their students in the School.

Further policy in relation to daily communication with parents/guardians is set out in section 10 (page 30) of this Handbook which covers such matters as:

- late notes
- requests for leave
- absentee notes
- permission for excursions
- necessary medical advice
- fees and other payments
- lost property requests

(a) *Formal Occasions*

- *Enrolment Interview*

The policies, background and requirements of the School are explained. Parents/guardians receive the School Handbook, Conditions of Enrolment and details of all fees and charges.

- *Orientation Night*

Early in the school year, all parents/guardians of new students attend an orientation night to be informed about and raise questions related to School policies and practices.

- *Parent Information Nights*

These occur when the School believes there are matters that need to be raised with the parents/guardians of a section of the School. These nights may cover general requirements and policies, assessment procedures, curriculum (e.g. WRAP), subject selections or new programs. Pastoral care issues may also be addressed including nutrition and eating habits.

- *Parent Interview*

The School makes time available for parents/guardians to meet in relation to the progress or pastoral care of students. These interviews can occur as often as necessary and may be initiated by the School or parents/guardians. A full report is prepared for discussion with appropriate staff and parents/guardians. Details of each interview are recorded and filed for action and reference.

- *Report Interviews*

Following the issue of Semester Reports, teachers will be available—by appointment—during the second week of Terms 1 & 3 from 3.30pm to 6.00pm to discuss student reports with their parents/guardians. The Principal or his delegate may also be present.

- *Annual Service of Worship*

Parents/guardians must be in attendance at the Annual Service of Worship.

(b) *Informal Occasions*

The School encourages parent/guardian attendance at informal occasions such as:

- Sports carnivals and games
- Voluntary working bees
- Annual Gala Day
- Drama Club & Musica Viva performances in Sargood Hall
- Commencement & End of Term Chapel Services

These occasions promote valuable communication with those interested in a student's education and well-being.

- *Denial of Access to Information*

Notwithstanding the above, any person forbidden by Court Order from having contact with a child may be denied information about or access to that child.

- *Communication at Camps and Excursions*

Parents/guardians can make telephone contact with the Principal or Headmaster, who will arrange a time for contact to be made with the student. The Principal or Headmaster can be contacted after hours, on a matter of importance, on 9630 6311 (follow the voice prompts).

10. Parent Communication

Parents/guardians will need to communicate with the School via their children in writing on a number of issues: late notes; requests for leave; absentee notes; permission for excursions; necessary medical advice; fees and other payments; lost property requests; change of personal details; etc.

The information received is dealt with in different ways so we ask that parents/guardians inform the School on **separate pages for each distinct item and for each family member**.

(a) *Home to School*

All items sent to School must be in an **envelope**. This envelope must have on it:

- (i) the student's name and year
- (ii) the purpose of the communication (e.g. absentee note, payment, etc.)
- (iii) the amount of money (if money is involved)

Do not send large amounts of cash to School. Payment by electronic funds transfer to the account designated on your Account Statement is the preferred means of payment. If sending money to School, clearly designated cheques are preferable to cash. Payment can also be made by credit card (Visa, MasterCard or American Express).

Staff have been asked not to receive any items that are not in an envelope or properly designated.

(b) *School to Home*

The School will also need to communicate with parents/guardians by sending home, with students: newsletters; Redeemer Baptist School and Redeemer Baptist Services account statements; and other requests such as permission notes.

When a sealed envelope is received, we may also request that it be signed and returned the next day to indicate that the information has been received.

(c) *Other Enquiries*

There may be other occasions in the School year when parents/guardians wish to discuss School matters or the progress of their child. Enquiries are welcome and should be directed to the **School office (9630 6311)** for attention by the appropriate person. Parents/guardians should not attempt to make contact with teachers on private phone numbers.

11. Medical Details

(a) *Medical Information*

Wherever a medical condition exists or commences—including an infectious disease—our records need to be updated. We ask that parents/guardians make us aware of any medical condition by notifying the School office in writing promptly. This is to ensure that we do not extend the students in any foolhardy way and that we fulfil our obligations with regard to current legislation including mandatory reporting. We value parental support with this information.

(b) Policy in regard to students and medication

- (i) No medication will be given to students without the approval of either the Principal, Headmaster, Bursar, or the School Senior First Aid officer.
- (ii) No student is permitted to take medication at School unless approval has been given in writing to the School by the parent/guardian.
- (iii) The School Senior First Aid Officer will maintain a register of all medication given to students by School staff.
- (iv) In the case of an emergency, the School will attempt to contact the parent/guardian to seek prior approval for any treatment or medication and as soon as practicable after treatment has been given.
- (v) Notwithstanding the above, in an emergency the School may administer medication and/or seek professional treatment for a child without prior parental consent.
- (vi) The School may provide non-prescription medication for relief of pain as per the instructions provided with the medication.

(c) Procedures for infectious diseases

Children with an infectious disease will be excluded from attending School for the period during which they may infect other children. The advice of a medical practitioner will be determinative in this regard.

12. Family Holidays

The School requires parents/guardians to observe the need for **family holidays to occur during the stated School vacation times**.

Where this is to be varied **for special reasons**, the School requires adequate notice of such intentions in writing and failure to do so prejudices the position of the student in the School.

Students are required to be in attendance up to and including the Annual Service of Worship at the conclusion of Term 4. Students who are not in attendance at the Annual Service of Worship are normally not eligible for prizes or awards.

Parents/guardians need to read and follow this requirement carefully. The School acknowledges from time to time the need for special leave for extraordinary circumstances but will not vary the general rule.

The School requires attendance at the beginning and end of each Term as per the School Calendar published on the School's website. Leave that is taken to extend published vacation periods—without prior consent for special reasons approved by the School—will prejudice the position of the student in the School.

At the end of each year, the School maintains a rigorous academic program up to the Annual Service of Worship. Deterioration of this standard to suit the holiday plans of individual students will not be tolerated.

13. Certificate of Exemption

(a) Policy

The Principal has power delegated from the Minister to grant an exemption from being enrolled and attending school for periods totalling up to 100 school days in a 12 month period for any one student under section 25 of the Education Act 1990.

(b) Procedures

- (i) a certificate of exemption may be granted due to
 - exceptional circumstances such as health of the student where sick leave or alternative enrolment is not appropriate

- participation in elite sporting or cultural events subject to being satisfied that this is in the best educational interests of the child and that alternatives to exemption have been considered, or
 - other significant reasons.
- (ii) parental applications will be reviewed against Department of Education guidelines
 - (iii) a certificate of exemption may be given subject to conditions imposed by the Principal
 - (iv) a certificate of exemption may be cancelled by the Principal
 - (v) records of exercise of the power delegated to the Principal by the Minister under section 25 of the Education Act will be maintained both in student files and in the Headmaster's Certificate of Exemption register for a period of at least five years including copies of all certificates issued under the delegation.

14. Daily Absences

The School office telephone number for all matters is 9630 6311

When a child is absent from School, we require parents/guardians to phone in advice concerning the absence by 9.00am on the day concerned. This is important for the safety of your child and enables us to be alert to any unforeseen occurrences. **This applies to each day of an absence.**

Parents/guardians must not rely on the School office calling them when notification is not received by 9.00am. Parents/guardians are also reminded that notification by phone of an absence from School **must be followed up by a letter or email** to the School explaining the absence. This is a requirement that parents/guardians must observe.

It is important for the School to be able to make emergency contact with parents/guardians and therefore **we request that parents/guardians update the office with any change in address or contact numbers.**

Since the commencement of our School, our students have maintained an exceptional pattern of attendance. The student body of this School is expected to maintain an **excellent** record of attendance. The statistics for absenteeism in schools is alarming. **This School functions with a totally different ethos which parents/guardians must support.**

If a student comes to School mildly unwell and deteriorates during the day, we will contact the parents/guardians immediately but absence for trivial reasons will not be condoned.

Appointments for doctors, dentists etc. are to be **made outside of normal School hours to avoid disruption to teaching time. This includes sports times.**

School attendance profiles will be reviewed regularly and parents/guardians informed if these are deemed unsatisfactory.

(a) *Attendance Policy—Overseas Students*

Overseas students are required to achieve satisfactory attendance which, at a minimum, requires at least 80% attendance rate during scheduled school days. This minimum attendance rate is well below the School's normal attendance rate of 97%. Students are expected to maintain excellent attendance.

(b) *Attendance Procedures—Overseas Students*

- (i) Attendance is recorded each morning and afternoon on roll sheets which are returned to the Executive secretary.
- (ii) The Executive secretary uses the roll sheets to record attendance in the class roll books and on the School attendance spreadsheet.

- (iii) Attendance rate is calculated using the formula:

$$100 - [(days\ absent/scheduled\ school\ days) \times 100]$$
- (iv) Attendance is monitored daily and at risk students are identified by teaching staff, the Executive secretary and the Headmaster. At risk students are counselled by the Principal or Headmaster and assessed for ongoing compliance. Each Term all overseas students are assessed for compliance with School policy. Attendance is reported each Semester on the student Report.
- (v) Students who have been absent for more than five consecutive days without approval—or are otherwise at risk of failing to meet the 80% attendance requirement—are sent a warning letter from the Principal, Headmaster or his delegate.
- (vi) The warning letter will indicate: the obligation of the School to report to the Commonwealth Department of Education students who fail to meet visa conditions relating to satisfactory attendance; and the School's requirement for parent/guardian/homestay provider and overseas student to attend an interview with the Principal, Headmaster or his delegate in order to provide counselling to students.
- (vii) The Principal, Headmaster or his delegate will issue a notice indicating failure to meet course progress requirements under section 19 of the Education Services for Overseas Students Act 2000 if, after counselling, the student's attendance rate falls below 80%.
- (viii) The notice indicating failure to meet attendance requirements must inform the student that he or she has 20 working days to access the School's complaints and grievance procedure (#19 in the School Handbook).
- (ix) Where the student has chosen not to access the complaints and grievance procedure within 20 working days, or withdraws from the process, or the process is completed and results in a decision in favour of the School, then the Principal, Headmaster or his delegate must notify the TPS Director and Secretary through PRISMS that the student is not achieving satisfactory attendance within five business days.
- (x) The Principal, Headmaster or his delegate may decide not to report a student breach of the 80% attendance requirement where: the student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances apply (e.g. medical certificate indicating that the student is unable to attend classes); and the decision is consistent with the above attendance policies and procedures; and the student is attending at least 70% of the scheduled course days.

15. Transport

The School location on the busy Pennant Hills Road requires all students to follow, carefully, instructions regarding movement to and from their transport. Stupidity or skylarking will be dealt with summarily.

The School draws the attention of parents/guardians to the need for proper supervision of travel arrangements, being aware of the age of the child and the circumstances of each route travelled. The School reserves the right to request an alternative where, in its judgement and experience, a travel arrangement is deemed to be unsuitable.

Upper Senior School students (Years 11–12) have the authority of the School to maintain student order on all transport routes. Younger students are required to follow their directions.

Unacceptable or dangerous student behaviour on public transport during travel to and from School may lead to the loss of subsidised school travel privileges.

(a) School Travel Applications

Applications for a School Opal card or school travel pass can be made online through the Transport NSW website. Information about eligibility and procedures is also available on the Transport NSW website.

(b) School Bus Service

School buses are run for the convenience of parents/guardians under the following conditions:

1. The service is at no charge to parents/guardians.
2. Prior to travelling on the School Bus, parents/guardians must contact the School Bus coordinator to establish availability of the Service for their children.
3. The service will not operate when buses are being used for **School Camps or other occasional specified events** involving School staff.
4. This privilege will be **withdrawn** if students misbehave, cause damage, or leave the bus in an unsatisfactory state. Consumption of food or drink is not permitted in these buses.
5. In the morning, the student must be at the designated bus stop at the designated time. The bus will not wait for late students.
6. **Younger students (Years K-6)** will not be allowed off the bus if there is no other responsible older person at the bus stop to collect them. They will be taken back to After School Care or Homework Club at School.
7. If students are regular users of the School Bus but will not be catching the bus on a particular day, then **the School office must be advised**.
8. The School Bus endeavours to always leave School at 3:20pm unless otherwise advised. The School Bus Service is not available for students engaging in lessons or other activities at School beyond 3:20pm.
9. School Bus Service routes are subject to change at the discretion of the School. Parents/guardians will be advised of any changes.

(c) Pre-Kindergarten and Kindergarten Children

All Pre-Kindergarten and Kindergarten children must be transported to and from School privately unless specific permission for an alternative arrangement is granted by the Principal or Headmaster or his delegate. This excludes the use of older students in this role. If the School is informed that a person is forbidden by Court Order from having contact with a child then the School will not permit that person to collect the child from Pre-Kindergarten or Kindergarten.

(d) Pre-Kindergarten Children

- Parents/guardians are required to sign the attendance record in the presence of Pre-Kindergarten staff each day that the child is brought to or collected from the Pre-Kindergarten.
- Any alternative arrangements involving other persons collecting the child from the Pre-Kindergarten must be provided to the School in writing and signed by the parents/guardians.

(e) Rules for Parents'/Guardians' Cars Accessing the School Road

Parents/guardians who wish to access the School Road off Pennant Hills Road to drop off or pick up children attending School must observe the following road rules.

- **Do not exceed the speed limit of 10 kilometres per hour on any School road.**
- The School Road is only to be used by parents/guardians dropping off or picking up children attending Redeemer Baptist School.
- Do not stop in the 'No Stopping' zone between Pennant Hills Road and the pedestrian crossing.
- When travelling into the School, turn left after the pedestrian crossing onto the one way loop road behind the Science and Technology building.
- Vehicles must remain on the sealed road at all times. **Do not drive off the sealed road to avoid speed humps which were installed with a view to the safety of students.**

- Parking is permitted in marked parking spaces only or as directed by School staff.
- **Do not park on the oval behind the Science and Technology Building** unless directed to do so by School staff.
- If there is no parking available, drivers must wait patiently on the loop until parking becomes available.
- The driver must not leave the vehicle in the 'drop off only' or 'pick up & drop off only' zones on the eastern side of the School road between the pedestrian gates.

These road rules are represented in a diagram on page 36 of this Handbook.

Parents/guardians or other drivers who do not observe these road rules will not be permitted to use the School Road for dropping off or picking up children attending School.

Parents'/guardians' cars must not enter the School grounds between Masons Drive and the School Road gates for any other purpose AT ANY TIME including picking up or dropping off students unless directed to do so by School staff.

Observing these rules is essential for the safety of our School students.

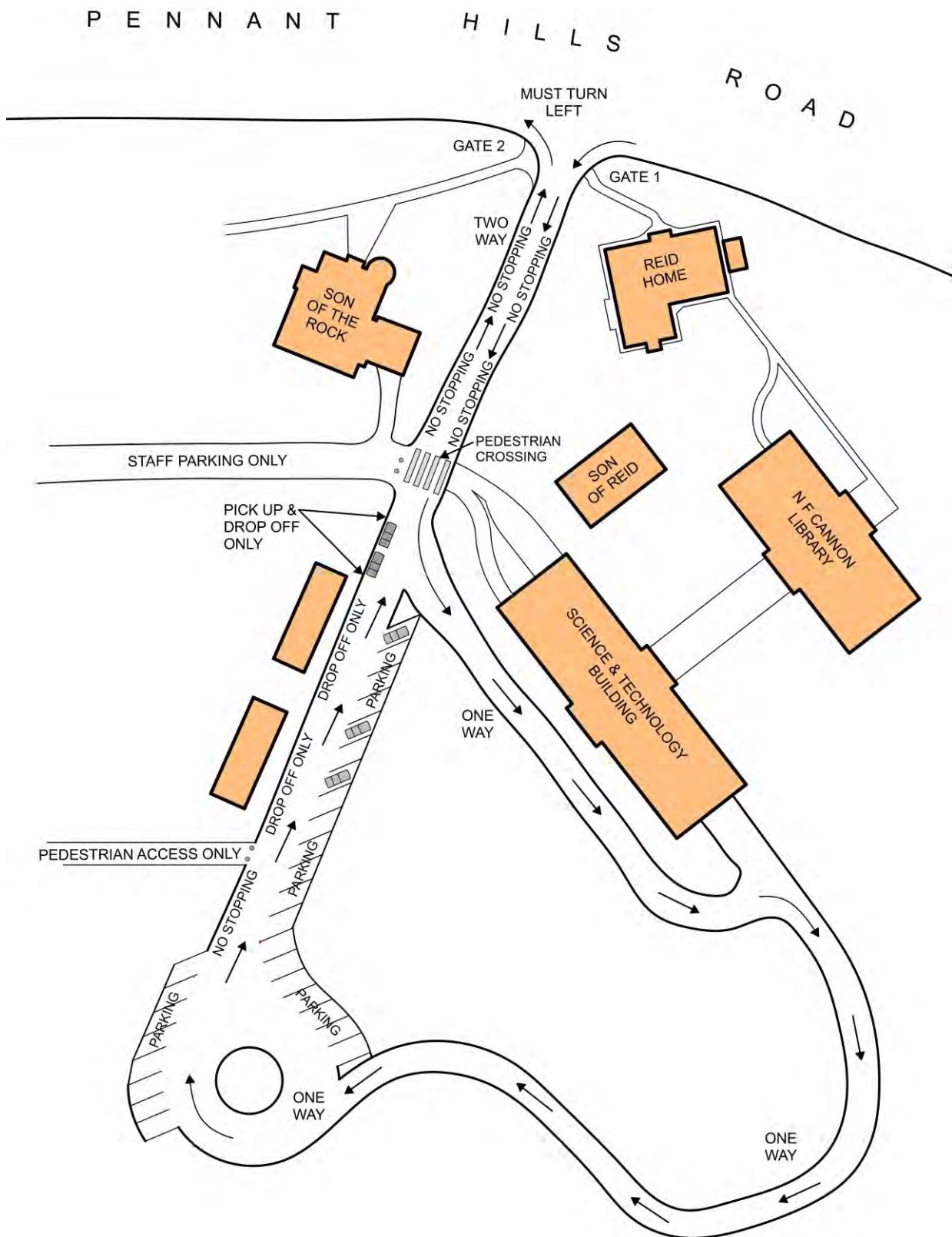
(f) Student Drivers

The only students who may seek approval to drive their own vehicle to and from School are **Year 12 students**. It should be noted that these students are not permitted to transport **any other person** (NB **person** means **anybody else—not just other students**) **to and from School as a passenger in the vehicle they are driving. This includes other family members of Year 12 students, or other Year 12 students.**

(g) Variations of Transport Arrangements

When it is necessary for students to make alternative transport arrangements to and from School, the School **must be informed in writing**. This will ensure that variations in usual arrangements have parent/guardian consent.

(h) Traffic and Parking in the School Road



16. School Discipline Policy

(a) General

The main rule governing student behaviour is that of commonsense which seeks to care for the other person. Any infringement involving smoking, drugs, alcohol or sexual immorality either at School or outside of School will lead to immediate suspension or expulsion.

Matters of a criminal nature will be referred to the police.

Students are also held accountable if they have knowledge of such behaviours among other students but fail to inform the Principal or Headmaster.

(b) Card System

Each student in Years 1–12 (Modules L to 4) is issued weekly with a card that records achievements or misdemeanours including infringement of homework requirements and breaches of the School's code of conduct. Students must carry the card to and from School and while at School. Deliberate damage or misuse of the card is a serious infringement.

Cards are collected each Thursday and reviewed so that appropriate action can be taken.

(c) Disciplinary Action

In response to the card review, and to any other School incident, the School will determine appropriate discipline taking into account the particular needs of the student. Appropriate discipline will be determined having regard to the age of the student and the nature of the offence.

Preparatory (Pre-Kindergarten–Year 4)

For students in the Preparatory School, the action taken could be:

- talking to the student about the misdemeanours
- withdrawal of privileges
- requesting interview with parents/guardians
- referral to the Principal or Headmaster
- in exceptional circumstances, the School may decide to impose a detention or exclude, suspend or expel a student.

In Years 3 and 4 other options are:

- detention, Friday or Saturday

Middle School and Senior School (Years 5–12)

- detention, Friday or Saturday
- exclusion from class
- suspension
- expulsion

(d) Detention Procedures

Friday afternoons

Detention Notifications are issued by Class Teachers to students on Thursdays. They are to be taken home by the students to be signed by parents/guardians. The Detention Notification states the date, duration and reason for the detention.

Saturdays

More serious breaches can result in a Saturday detention for 3 hours.

The Detention Notification is similar to that for the Friday afternoon detention, and is issued by the Friday prior to the detention.

These detention times, once set, are not variable
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(e) *Exclusion, Suspension and Expulsion*

Exclusion

The School may decide to exclude a student from class for a period of time. The student is required to work alone with work provided by teachers. The student does not have contact with other students over this time.

At the end of the exclusion period, the parents/guardians must come with the student to discuss the student's behaviour prior to re-entry into normal class activities.

Suspension

The School may require a student to cease attendance at the School for a specified period. The student is not permitted to attend any School functions during the period of suspension.

Parents/guardians are informed of the suspension prior to the event and given reasons for the action.

At the end of the suspension period the parents/guardians are required to bring the student back to School to discuss the student's behaviour prior to re-entry into normal class activities.

Expulsion

A second suspension may result in automatic expulsion from the School.

(f) *Probation*

Following frequent and blatant breaches of School rules and requirements, a student may be placed on probation. This is a final warning sent to parents/guardians stating that any further breaches will result in expulsion.

(g) *Expulsion*

Clause 7 on the Conditions of Enrolment states:

'The School may suspend or terminate enrolment at its discretion in any circumstances where it considers such action to be desirable or necessary with respect to the policies in the School Handbook and safety of the School community and, without limiting the generality of the foregoing, for any non-compliance with these conditions of enrolment.'

Expulsion occurs only after discussion with the student and parents/guardians, following consistent and serious breaches of the School's code of conduct.

(h) *Procedural Fairness*

All matters related to discipline of students in the School must be referred to the Principal, the Headmaster or his delegate.

The Principal, the Headmaster or his delegate will interview all students and staff involved in any incident and details of such interviews are recorded for student files. If interviews with parents/guardians occur, these are also recorded.

The outcome of the investigation is then discussed with students and/or parents/guardians prior to disciplinary action. Any appeals with regard to this disciplinary action can be referred to the Principal and/or Board of the School for final determination.

(i) *Corporal Punishment*

This School does not administer corporal punishment. No direction or advice is given to parents/guardians to administer corporal punishment as a result of any incident at School.

(j) *Records*

All exclusions, suspensions and expulsions are recorded electronically by the Principal, the Headmaster or his delegate. Letters relating to disciplinary procedures are stored electronically and on student files as are records of interviews, findings, probationary letters and final expulsion letters.

(k) Deferring, Suspending or Cancelling Enrolment—Overseas Students

Deferment or temporary suspension of enrolment of overseas students can only be granted on the grounds of

- compassionate or compelling circumstances (e.g. illness where the medical certificate states that the student is unable to attend classes), or
- misbehaviour by the student.

The Principal, Headmaster or his delegate must

- inform the parent/guardian and student in writing that deferring, suspending or cancelling his or her enrolment may affect his or her student visa and
- notify the Secretary of the Department of Education via PRISMS where the student's enrolment is deferred, temporarily suspended or cancelled.

The Principal, Headmaster or his delegate will assess written applications from parents or legal guardians for deferment of commencement of study or suspension of study in accordance with the grounds stated above. Approval of deferment or suspension of study will be recorded with documentary evidence on the student's file.

Where suspension or cancellation of enrolment is not initiated by the student, the Principal, Headmaster or his delegate will notify the parent/guardian and student in writing

- of the School's intention to suspend or cancel the student's enrolment
- that the student has 20 working days to access the School's complaints and grievances process (#19 in the School Handbook).

If the student accesses the School's internal complaints and grievances process, suspension or cancellation of enrolment cannot take effect until the internal process is completed unless extenuating circumstances relating to the welfare of the student apply.

All records with regard to suspension or cancellation of enrolment will be retained in the student's file.

17. Student Behaviour

(a) Senior Monitors

The leadership role of Years 11 and 12 students in the School involves them in a number of supervisory activities. These students function with the authority of the School as determined by the Principal, the Headmaster or his delegate.

(b) Property

Teachers maintain a daily check on the quality and care of desks, walls, toilets, etc. Routine daily checks and swift action have enabled the School to maintain furniture and rooms in quality condition. We will actively encourage students to care for the School environment and to respect other students' property at all times.

Where intentional damage has been inflicted on School property, the student(s) responsible for it will be required to make reparation.

(c) Student Relationships

Parents/guardians are reminded that part of the agreement of entry to the School involves the clear understanding that **special boy-girl relationships** will not be a part of the student's life while enrolled at the School. This agreement will not be varied. The School requires the co-operation of parents/guardians in this matter.

We desire for our students the wholesome relationships of a family where there can be the enjoyment of each other without premature establishment of special friendships.

(d) Mobile Telephones/Personal Audio Equipment/Digital Technology

Mobile telephones and personal sound systems are not permitted to be in the possession of students at School at any time. Mobile telephones, personal audio equipment or other digital technology may be confiscated at the direction of the Principal, the Headmaster or his delegate. Students may bring notebook computers (or equivalent) for School work including class presentations but these must not be used for non-educational purposes at School such as a sound system, playing DVDs, taking photographs or videos, or playing computer games. Use of computers at School for non-educational purposes may result in a 'computer suspension' during which that student is not permitted to use a computer at School. A personal computer brought to School in contravention of a computer suspension may be confiscated at the direction of the Principal, the Headmaster or his delegate.

All students in Years 7-12 are required to sign the School's *Computers and the Internet Acceptable Use Agreement* prior to accessing computers including the Internet at School.

(e) Digital Cameras and Video Recorders

Digital cameras and video recorders are not permitted to be brought to School, School Excursions or School Camps. Students may seek permission to use digital cameras or video recorders owned by the School in conjunction with required work or study, or for specified occasions.

(f) Large Sums of Money

Large sums of money in excess of \$50.00 should not be in the possession of any student in the precinct of the School. Where the amount exceeds \$50.00, student must lodge this with the School Bursar on arrival.

18. Students' Use of Computers and the Internet Acceptable Use Agreement

Computers and the Internet offer worthwhile opportunities for enrichment of the learning experiences of students. As part of your studies at Redeemer Baptist School you may be required to access Computers including the Internet. You will do this either at school, or at other locations such as your home.

It is therefore expected that students will behave in a responsible way in all School learning activities involving Computer and Internet use, observing all the rules in the following Code of Behaviour.

Student agreement

Christian name Family name

1. When accessing Computers including the Internet for School work, I agree:
 - . to use Computers and the Internet only for educational purposes.
 - . not to attempt to find or transmit any obscene, pornographic, racist, violent, illegal or other unacceptable or offensive material, and to report the accidental access of any such material to one of my teachers. I am aware that illegal Computer or Internet use can lead to police action and be punishable by a fine or even a jail sentence.
 - . to take full care to ensure my own safety and the safety of others by not releasing any personal information (such as names, addresses, telephone numbers, photographs) and not agreeing to meet anyone contacted on the Internet, except where such activities occur within a secure area set up by the School for a particular educational purpose.
 - . to use appropriate language in communicating over the Computer network or the Internet with teachers, fellow students and others, and not to send any abusive messages.
 - . not to submit any material copied from the Internet as my own work (plagiarism).

- . to guard against virus damage to my own data and that of others by ensuring that current antivirus programs are installed on the computer being used.
- 2. When accessing Computers including the Internet at School, I will observe the School's Computers policy as stated in the School Handbook, namely:

Students may bring notebook computers (or equivalent) for School work including class presentations but these must not be used for non-educational purposes at School such as a sound system, playing DVDs, taking photographs or videos, or playing computer games. Use of computers at School for non-educational purposes may result in a 'computer suspension' during which that student is not permitted to use a computer at School. A personal computer brought to School in contravention of a computer suspension may be confiscated at the direction of the Principal, the Headmaster or his delegate.
- 3. When accessing Computers including the Internet from a School computer, I agree:
 - . to use the computer carefully.
 - . not to illegally copy any software.
 - . to report any damage.
 - . not to damage or attempt to repair the computer or remove any parts.

I acknowledge that any breach of this Code of Behaviour may be reported to the Principal or his delegate and may result in my immediate exclusion from all Computer-based activities (a 'computer suspension').

Signature Date.....

Parent/guardian agreement

I acknowledge that I have read and understood the contents of the *Internet Acceptable Use Agreement* and agree that my child should abide by this policy.

Signature Date

Please note that both the student and parent/guardian signatures are required.

19. Complaints and Grievances

1. Any formal complaints or grievances that cannot be resolved informally may be raised with the School either by: a telephone call to the Office; a note or letter to the School; or in person.
2. All complaints or grievances will be referred initially to the Principal, the Headmaster or his delegate.
3. The Principal, the Headmaster or his delegate will respond within 10 working days of formal lodgement of the complaint or grievance by providing the complainant an opportunity to formally present his or her case at no cost to the complainant and conducting an investigation.
4. During the investigation, each party may be accompanied and assisted by a support person at any relevant meeting.
5. As soon as practicable following the investigation, the complainant will be given a written statement of the outcome including details of the reasons for the outcome to finalise the process.
6. The report of the investigation and interview details will be placed on the complainant's file.
7. If the complainant is not satisfied with the outcome of the internal complaints and grievances process, the matter can then be referred at no cost to the complainant to the Board of the School for adjudication.
8. Any grievance that is not resolved to the satisfaction of the complainant by the Board of the School will be referred—at minimal cost to the complainant—to the Overseas

- Student Ombudsman (if the student is an overseas student) or a Sydney based member of the Institute of Arbitrators and Mediators Australia for dispute resolution.
9. For overseas students, the student's enrolment is maintained while the complaints and appeals process is ongoing.
 10. The School will immediately implement any decision that supports the complainant and any corrective/preventative action required. The complainant will be advised in writing of the outcome.

20. Personal Information Standard Collection Notice

The School is bound by the Australian Privacy Principles and the Commonwealth Privacy Act.

Your privacy is respected by the School. Privacy laws protect any personal information we collect from you.

1. The School collects personal information, including sensitive information about students and parents/guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling for the student and to enable the student to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include relevant Education, Public Health and Child Protection legislation.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, visiting health professionals, and volunteers.
6. Personal information collected from students is regularly disclosed to their parents/guardians.
7. The School may store personal information in the 'cloud' for the limited purpose of storing and managing personal information which may mean that it resides on servers that are situated outside Australia. The overseas 'cloud' provider may not be required to provide the same protections as are provided by the Australian Privacy Principles.
8. Parents/guardians and students would reasonably expect information such as publicly acknowledged academic, sporting, cultural or philanthropic achievements and similar news to be published in School newsletters, calendars, roadside banners and on the School website possibly accompanied by photographs collected by the School.
9. Each year, parents/guardians and students request copies of a digital or photographic record of School classes, sport teams, camps, Open Day and Drama Club presentations—hence parents/guardians and students would reasonably expect the distribution of this digital or photograph record of publicised events.
10. The School's Privacy Policy sets out how parents/guardians may seek access to personal information collected about them. However, there will be occasions when access is denied such as: where access would have an unreasonable impact on the privacy of others; where access may result in a breach of the School's duty of care to the student; or where students have provided information in confidence.
11. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

12. The School, the School's solicitors and the School's collection agency may use the information we collect during the full life of the credit account.
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, and that the School does not usually disclose this information to third parties.
14. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.

21. Privacy Policy

This Privacy Policy sets out how the School manages personal information provided to or collected by it in accordance with the School's Personal Information Standard Collection Notice. The School may review and update this Privacy Policy to take account of new laws, technology, and changes to the School's operations and practices.

What kinds of personal information does the School collect and how does the School collect itquestion

The type of information the School collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about

- . students and parents/guardians before, during and after the course of a student's enrolment at the School.
- . staff members, volunteers and contractors.
- . other people who come into contact with the School.

Personal information you provide

The School will generally collect personal information held about an individual by way of forms filled out by parents/guardians or students, face-to-face meetings and interviews, emails and telephone calls.

Personal information provided by other people

People other than parents/guardians or students may also provide personal information, for example a report provided by a medical professional or a reference from another school.

How will the School use the personal information you providequestion

The primary use is education. Secondary uses are related to the primary use of education and reasonably expected by you, or to which you have consented.

Students and parents/guardians

The primary purpose for collecting personal information is to enable the School to provide schooling for the student including satisfying needs of parents/guardians, the student and the School throughout the student's enrolment.

The purposes for which the School uses personal information of students and parents/guardians include

- . to keep parents/guardians informed about matters related to their child's schooling through correspondence, newsletters and magazines.
- . day-to-day administration of the School.
- . looking after students' educational, social and medical wellbeing.
- . to satisfy the School's legal obligations and allow the School to discharge its duty of care.

Staff members, other volunteers and contractors

The School's primary purpose of collection of personal information is to assess and engage the staff member, other volunteer, or contractor. The School uses personal information of staff members and contractors for

- . insurance purposes.
- . the School's legal obligations, for example, in relation to child protection legislation.

How does the School treat sensitive information question

Sensitive information is personal information relating to

- a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, or criminal record.
- health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose—unless you agree otherwise, or use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

Staff are required to respect the confidentiality of students' and parents'/guardians' personal information and the privacy of individuals.

The School has in place steps to protect the personal information the School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Access and correction of personal information

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to access personal information which the School holds about them and to advise the School of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents/guardians, but may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information the School holds about you or your child, please contact the Principal in writing. The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Consent and rights of access to personal information of students

The School respects parents'/guardians' responsibility to make decisions concerning their child's education. Generally, the School will refer requests for consent and notices in relation to personal information of a student to the student's parents/guardians. The School treats consent given by parents/guardians as consent given on behalf of the student and notice to parents/guardians will act as notice given to the student.

Parents/guardians may seek access to personal information held by the School about them or their child by contacting the Principal. However, there will be occasions when access is denied as stated in the Collection Notice.

The School may—on the request of a student—when required by law, grant the student: access to information held by the School about them; or allow a student to give or withhold consent to the use of their personal information independently of their parents/guardians.

Enquiries and complaints

Enquiries or complaints about the School with regard to Australian Privacy Principles should be directed to the Principal or Headmaster. The School will investigate your complaint and notify you of a decision in relation to your complaint as soon as is reasonably practicable.

22. Students with Special Needs

Identification and provision of support for students with special needs

The policy of the School is to integrate students with special needs into the mainstream classes of the School. This includes students with: educational difficulties; physical disabilities; behaviour or psychological needs.

The School has a policy to limit such entries by taking note of

- the ability of the School to adequately support the special needs.
- the number of students in school/class with special needs to ensure that the mainstreaming class is not significantly impeded.

On application for enrolment, recent medical, educational and psychological reports must be provided. The School may require further testing.

For students already enrolled but now exhibiting special needs, the following actions are taken.

(a) *Educational Needs*

- Diagnostic tests by the School to establish specific educational need.
- Refer to an educational psychologist, if needed, for further testing.
- Establish strategy for dealing with the special need
e.g. special tuition, consultation with parents/guardians.
- Regular testing to establish effectiveness of program.

(b) *Physical Needs*

Hearing Impairment

Redeemer Baptist School integrates hearing-impaired students in the mainstream classroom. To achieve satisfactory outcomes the following occurs:

- The Royal Institute for Deaf and Blind Children (RIDBC) provides withdrawal and in-class specialist teacher support.
- RIDBC in-service School staff in use of FMs and other requirements of the hearing-impaired students.

Other Physical Disabilities

The School will enrol students with particular needs where it is possible to provide the physical environment to enable the student to function in mainstream classes. The School will assist students with physical disabilities who have enrolled in the School.

(c) *Medical/Psychological Needs*

The School is open to enrol students with a variety of needs if the medical and other professional support required can be provided, such as:

- ADHD—with assistance of medical professionals (e.g. Children's Hospital at Westmead)
- Autism Spectrum Disorders—Paediatrician, Speech Pathologist
- Diabetes—Monitoring daily by a Senior First Aid officer.

The School policy is to provide for students with special needs where it has the personnel and facilities to provide for their needs in a mainstream environment.

23. Pastoral Care

Personnel responsible for pastoral care

In the first instance, all pastoral care issues are to be referred to the Principal, Headmaster or his delegate. If counselling is seen to be required, the Principal, Headmaster or his delegate will contact parents/guardians before taking further action. Adolescent issues may be referred to Westmead Hospital Adolescent Unit for advice as to a suitable practitioner.

Any final decision will be made by the Principal and/or Board of the School following a recommendation of the Principal or Headmaster and/or approval of parents/guardians.

(a) Pastoral Care — Overseas Students

All matters in relation to provision of support services—including counselling—for overseas students are to be referred either to the Principal or the Headmaster. They each have more than 30 years experience in the care of overseas students which allows them to provide support in regard to all matters of adjustment to life and study in Australia and the resolution of problems in relation to completion of studies and subsequent university placements.

(b) Orientation and Accommodation — Overseas Students

On arrival in Australia, or just before commencement in the School, an interview will be arranged with overseas students to

- (i) Discuss requirements of the course, including English requirements, and any testing and assessment procedures. This discussion will include academic progress as part of visa requirements.
- (ii) Enable the incoming student to sign, as required, a document stating that full information has been provided at orientation.
- (iii) Ensure the student is fully equipped to start School with
 - provision of uniform from the School and the wearing of the uniform.
 - selection of subjects to be studied.
 - issuing of text books and other subject materials.

The Conditions of Enrolment require that all accommodation is to be approved by the School and that students cannot live alone. All changes in accommodation must be approved by the School. Evidence of accommodation arrangements is to be presented to the School at orientation. For students under 18, appropriate welfare and accommodation provisions are checked before commencement in the School.

(c) Care of Younger Students — Overseas Students

The policies and procedures in the School's Child Protection Manual apply to all overseas students whether being cared for in Australia by a parent or suitable nominated relative, or living in an approved homestay.

Policy

To ensure that appropriate arrangements are made to protect the personal safety and social well-being of overseas students under 18 years of age who are not being cared for in Australia by a parent or suitable nominated relative.

Procedures

1. Prior to providing an electronic Confirmation of Enrolment (CoE), ascertain whether the overseas student will be residing with a parent or suitable nominated relative.
2. For students under the age of 18 who will not be residing with a parent or suitable nominated relative:
 - a. The overseas parent(s) and local guardian(s) nominated by the parent(s) are required to complete the Guardian Form and thereby approve homestay arrangements.
 - b. Prior to issuing a CoE, the nominated guardian is provided with the Conditions of Enrolment for Overseas Students.
 - c. The nominated guardian is referred specifically to condition #14 of the Conditions of Enrolment for Overseas Students having regard to appropriate accommodation arrangements for overseas students.
 - d. Ascertain from the nominated guardian that the homestay provider is a family home situation and not a boarding house and identify who the proposed homestay provider will be.

- e. Interview the proposed homestay provider and inform them about their obligations in relation to child protection legislation.
- f. The proposed homestay provider is required to provide photo identification and a working with children check number to the Headmaster to verify clearance for working with children.
- g. Issue a CoE and thereby inform DIBP through PRISMS that the School accepts responsibility for approving the student's accommodation, support and general welfare arrangements during courses covered by the nominated period.
- h. Inform DIBP through PRISMS of the proposed homestay provider.
- i. Maintain up-to-date records of the living arrangements of all students under 18 years.
- j. The Headmaster or his delegate will confirm approval or disapprove the homestay arrangement following a home inspection and the completion of a *Student Welfare in Homestay: Checkpoints* form. Subsequent homestay inspections to be undertaken at least once each Semester.
- k. If concerns are raised by anyone about the homestay then repeat (j) and, if the homestay arrangement is considered unsuitable at any time, then the Principal or Headmaster is to assist the nominated guardian in finding an alternative approved homestay provider.
- l. Any change in homestay provider or arrangements is to be provided to DIBP through PRISMS.
- m. If the homestay arrangement is considered to be unsuitable at any time, then the School will inform DIBP through PRISMS.
- n. If the student discontinues enrolment with the School, or if the student is expelled under the School's discipline policy, the School will inform DIBP if it can no longer monitor or approve of the arrangements for the student until: another registered provider takes over responsibility for approving the student's accommodation, support and general welfare requirements; or the student leaves Australia; or other arrangements are made that satisfy Migration Regulations.

(d) *Contact Details — Overseas Students*

Policy

To proactively seek from students any updates to their contact details (address, mobile phone and email address) at least every six months.

Procedure

School records of student contact details are distributed to students and nominated guardians at the commencement of each Semester requesting students and nominated guardians to review and provide update student contact details to the School.

24. Critical Incident Policy & Procedures

(a) *Critical Incident Policy*

Critical incidents include any traumatic event, or threat of such (within and outside Australia), which causes extreme stress, fear or injury. The Critical Incident Policy of the School is covered in a number of other Codes and Policies of the School

- (i) Code of Conduct (Section 6 in this Handbook)
- (ii) Health and Safety Policy, including First Aid Policy (Health and Safety Manual)
- (iii) Behaviour Management Policy (Section 6(b) in this Handbook)
- (iv) School Discipline Policy (Section 16 in this Handbook)
- (v) Management, Reporting of Serious Incidents (Section 6(d), in this Handbook)

(vi) Emergency Procedures Policy (Staff Handbook)

(b) Injury & Critical Incident Reporting Procedure

(i) Procedure following an accident or critical incident

The following procedure is a basic guideline for action following an accident or critical incident.

- Staff or student notifies other staff of the accident or critical incident.
- Staff member alerts the Principal, Headmaster or his delegate.
- Staff first aider attends any injured person.
- Staff member supervises students in the vicinity of the accident or critical incident.
- First aider or a designated person notifies and co-ordinates ambulance, medical or other appropriate professional or pastoral assistance.
- Appropriate staff member accompanies injured or affected person to medical or other appropriate professional treatment or pastoral assistance.
- Once the injured person has been treated, the attending member of staff will follow the School's incident reporting policy.

(ii) First Aid recording (see First Aid policy and Procedure in Health & Safety Manual)

Staff members must alert the Principal, Headmaster or designated Senior First Aid officer immediately if first aid is required and follow the procedures in the Health & Safety Manual.

(iii) Recording of injuries and/or critical incidents

The process for recording injuries and/or critical incidents involves the staff member present ensuring that an electronic record (minor injuries/incidents) or an incident report form (all other injuries/incidents) is filled out. Once the appropriate form has been completed, it is then the responsibility of the Health & Safety Manager to check that records are entered appropriately onto the School's centralised software system. If an injury/incident report form is created, a copy is then produced and forwarded to the staff member and/or the Senior First Aid officer present to be checked and signed. The form is then filed by the Health & Safety Manager.

(c) Parent/Guardian Communication

All critical incidents must be reported to the Principal, Headmaster or his delegate.

Regardless of the nature of the critical incident, parents/guardians will be informed as soon as possible by the Principal, Headmaster or his delegate of the nature of the incident, prior to any medical or other appropriate professional treatment if possible. For overseas students, contact with parents may be established through local parent appointed guardians or, if necessary, through foreign embassies or consular officials.

No action is to be taken without reference to the Principal, Headmaster or his delegate. Any such action will be referred to parents/guardians and details recorded and lodged in the personal file of the student.

25. Overseas student transfer request assessment policy and procedure

Redeemer Baptist School (the School) generally considers transfers from its registered courses prior to completion of the course to be detrimental to the student's education.

Prior to enrolment of an overseas student, the School will determine from documentation provided by the student whether the student initially enrolled with another registered provider and whether the student has completed at least six months in the principal course at the initial registered provider school.

The School will not knowingly enrol a student wishing to transfer from another registered provider school prior to the student completing six months of his/her principal course of study except where:

- The original provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered or

- The original registered provider has provided a letter of release or
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his/her principal course or
- A government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

The School will consider a written transfer request prior to the student completing six months of its principal course if signed by parents or legal guardians and provided with the following required attachments:

- a letter from another registered provider confirming that a valid enrolment offer has been made and
- Where the student is under 18 years of age and not being cared for in Australia by a parent or suitable nominated relative, the valid enrolment offer also confirms that the registered provider will accept responsibility for approving the accommodation, support and general welfare arrangements as per Standard 5 (younger students).

The School will respond to a properly executed transfer request prior to the student completing six months of its principal course as per the above paragraph at no cost in writing within two weeks, providing written reasons for granting or refusing the requested transfer.

The School will grant a transfer request prior to the student completing six months of its principal course in circumstances considered by the School to be in the best interests of the student, such as:

- It has been agreed by the Principal, Headmaster or his delegate that it would be in the best interests of the student to change welfare and accommodation arrangements and this accommodation is no longer within reasonable travelling time to and from the School or
- The Principal, Headmaster or his delegate agree that it would be in the best interests of the student to be placed in a course that is not available at the School.

The School will not grant a transfer request prior to the student completing six months of its principal course in circumstances considered by the School not to be in the best interests of the student, such as:

- The student's academic progress is likely to be disadvantaged or
- The student's well-being is likely to be adversely affected.

If the School grants a transfer request prior to the student completing six months of its principal course, the letter of release will advise the student:

- Of the need to contact DIBP to seek advice on whether a new student visa is required and
- That refund of fees is determined by the Conditions of Enrolment for Overseas Students.

If the School refuses a transfer request prior to the student completing six months of its principal course, the student will be informed of his or her right to appeal the School's decision in accordance with Standard 8 (complaints and appeals).

The School will maintain records of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the student's file.

26. Student Excursions and other Activities Policy

As a general rule, parents/guardians will be given adequate prior notice of details of proposed excursions. The emergency contact number for all excursions is 02 9630 6311 (if the number is unattended, please follow the voice prompts to obtain after hours contact). Parents/guardians should note the following about particular student activities.

(a) Excursions

The School notifies parents/guardians of School excursions for specific subjects, specific classes or sporting activities with an Excursion Permission form issued by the School office so that parents/guardians may provide written authorisation for participation in the excursion.

The Excursion Permission form includes details of the date, time, destination, activity and cost of the excursion. These permission notes must be signed by parents/guardians and returned to the School by the date specified.

(b) Annual School Camps

The Camping program of the School involves Modules O to 4 (Years 5–12). These School Camps form an integral part of the School program at each level. The School Camps are held in Module groupings throughout the year.

Attendance at School Camp is compulsory. This requirement will only be varied in exceptional circumstances at the discretion of the Principal or Headmaster.

(c) Training Sessions

Students involved in School sports teams that play inter-school competition will be required to attend training sessions after School at times specified by the Team Coach. Most teams will conduct training sessions using the School facilities but this may occasionally be varied.

(d) Swimming Club

The Swimming Club is held in Term 1. This program gives opportunity for students to improve their water skills, especially with a view to the Swimming Carnivals held in Term 1. This program involves the use of the School pool or other local pools and may include professional coaching and training.

27. Assessment of Student Work

(a) Class Work

There are regular assessment procedures as a part of each unit of work in each subject. Student preparation for these is essential for satisfactory completion of course requirements. Marks are mostly cumulative and may contribute towards the Composite Mark on the Report.

(b) Semester Examinations and Reports

Years K–2 (Modules K and L) have formal assessments at the end of each semester. This informs teachers about the progress of students for reporting to parents/guardians. Grades in each Key Learning Area are provided for students in Years 1 and 2.

Years 3 to 11 (Modules M to 3) have semester examinations on dates specified in the School Calendar. The week prior to these examinations is set aside for revision. The result of the semester examination is combined with class work to form the Composite Mark that appears on Student Reports, which are issued at the conclusion of Terms 2 and 4.

Year 12 (Module 4) have First Semester examinations on dates specified in the School Calendar. The Trial Higher School Certificate is held in Term 3 on dates specified in the School Calendar. Student Reports are issued as soon as possible after examinations.

(c) Stage 5 (Years 9-10) and Preliminary (Year 11)

Grades are awarded in all subjects based on student achievement in Performance Descriptors (Years 9 & 10) and Assessment Tasks (Year 11) as set by the School. These are school-based assessments which follow guidelines set by NESA. Grades from A to E will be reported on the student's Record of Student Achievement (RoSA).

Assessment Policies with regard to assessments that contribute to RoSA grades are distributed to students towards the beginning of Term 1 in Years 9-11. It is essential that students maintain effort to achieve their best results in the School's assessment program. Assistance from parents/guardians is vital in this regard.

(d) Higher School Certificate (HSC)

Students in Year 12 must complete a number of Assessment Tasks that contribute directly to the School-based moderated assessment which appears on their HSC.

Students are informed of the nature and date of forthcoming assessment tasks in advance. Assessment Policies with regard to assessments that contribute to the HSC are distributed to students towards the beginning of the first Term in Year 12. Submission dates must be adhered to by students or the total mark may be reduced. Assistance from parents/guardians is vital in this regard. Any variation in deadline for Assessment Tasks must be arranged in consultation with the subject teacher as per the Assessment Policies issued to each student.

Dates for the HSC written examinations commencing in October are specified on the NESA website. Earlier dates for submission of major projects, performance or viva examinations are also published on the NESA website. We encourage parents/guardians of our students involved in the HSC to help them avoid short-term distractions in favour of long-term goals.

Adequate time for study is essential. This particularly applies where there is part-time employment undertaken by Year 12 students, some of whom enter employment out of financial necessity but many for personal gratification only.

(e) *National Assessment Program Literacy and Numeracy (NAPLAN)*

As part of the National Assessment Program—Literacy and Numeracy (NAPLAN), Redeemer students in Years 3, 5, 7 and 9 will participate in national tests in literacy and numeracy. These tests have the support of all State and Territory Education Ministers.

28. Monitoring Course Progress—Overseas Students

(a) *Policy*

To ensure that the enrolment load of overseas students enables them to complete their courses within the duration specified by the CoE and to provide notification and counselling to overseas students who are at risk of failing to meet course progress requirements.

(b) *Procedures*

1. Enrolment load is monitored by the Principal, Headmaster or his delegate as follows.
 - a. All K–6 students complete the core curriculum as stated on the School website.
 - b. All Years 7–12 students complete the core curriculum as stated on the School website, and choose electives within the guidelines of the Subject Selection Forms as approved by the Headmaster or his delegate.
 - c. All overseas students (K–12) do not engage in online or distance learning.
2. Course progress is monitored by the Principal, Headmaster or his delegate to ensure that at all times each overseas student is in a position to complete the course within the expected duration as specified in the student's CoE as follows:
 - a. The Procedures for 'N' Determinations jeopardising eligibility for School Awards apply to overseas Stage 5, Preliminary and Higher School Certificate students (Years 7–12).
 - b. Parents/guardians of students who achieve less than 50% or 'D'/'E' grades in 50% or more of their subjects in the Semester Report will be issued a warning letter from the Principal, Headmaster or his delegate.
 - c. The warning letter will indicate: the obligation of the School to report to DIBP students who fail to meet visa conditions relating to satisfactory academic performance; and the School's requirement for parent/guardian and overseas student to attend an interview with the Principal, Headmaster or his delegate in order to establish an intervention strategy.
 - d. Intervention strategies may include: homework club; diagnostic educational assessment; withdrawal intensive English support; or special tuition.
 - e. Review of course progress by the Principal, Headmaster or his delegate after intervention occurs at or before the next Semester report (review date determined at the abovementioned interview).

- f. The Principal, Headmaster or his delegate will issue a notice indicating failure to meet course progress requirements under section 19 of the ESOS Act if, after intervention: the student is awarded an 'N' determination; the student achieves less than 50% in 50% or more of his or her subjects in a subsequent Semester Report; or the student achieves 'D' or 'E' grades in 50% or more of his or her subjects in a subsequent Semester Report.
- g. The notice indicating failure to meet course progress requirements must inform the student that he or she has 20 working days to access the School's complaints and grievance procedure (#19 in this Handbook).
- h. If the student has chosen not to access the complaints and grievance procedure within 20 working days, or withdraws from the process, or the process is completed and results in a decision in favour of the School, then the Principal, Headmaster or his delegate must notify the TPS Director and the Secretary through PRISMS of the student not achieving satisfactory course progress as soon as practicable.
- i. The School may only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration as specified on the student's CoE, as the result of: compassionate or compelling circumstances such as illness supported by a medical certificate; or where the School is implementing an intervention strategy for students at risk of not meeting satisfactory course progress; or where there has been formal agreement to defer or temporarily suspend studies in accordance with Section 16 (k) of this Handbook.
- j. If there is a variation that may affect the student's expected duration of study, the School will record this variation in the student's file and report the student via PRISMS and/or issue a new CoE if required.

29. Homework Policy

The School's recommendation for the time that students should spend each night on homework is as follows:

Modules L & M (Years 1–4)	30 minutes
Module O (Years 5 & 6)	45 minutes
Module 1 (Years 7 & 8)	1.5 hours
Year 9	2.5 hours
Year 10	3.0 hours
Year 11	at least 3.0 hours
Year 12	more than 3.0 hours

(a) Home Lesson Diaries—Years 5 to 12

Home Lesson Diaries are issued to each student in Years 5 to 12. The Home Lesson Diary is a record of homework and assignments required for each subject taught in each School day. Parents/guardians should consult the Home Lesson Diary to check on homework requirements. This will help students complete the necessary work for each subject each day. Home Lesson Diaries must be signed each week by parents/guardians and returned for checking by the Class Teacher each Monday.

Failure to complete homework may result in a card signing and/or detention in order to emphasise the importance of a routine of daily work. A record of Friday detentions attended by the student is kept in the Home Lesson Diary.

A regular check on homework allocation at all levels is made to ensure that the time required to complete the work is consistent with the guidelines in the School Home Lesson Diary.

(b) Homework Assistance—Years 1 to 4

Students in Years 1 to 4 have a homework folder sent home each day. Assistance may be offered to select students at lunchtime where it is needed.

30. Textbooks & Stationery

(a) Textbooks

If textbooks are not purchased prior to the commencement of the School year, they will be issued to students at the beginning of Term 1 with an invoice from the Bookstore. From time to time during the year other texts will be issued and invoiced in the same way. Textbooks are available from the Bookstore located in Robertson Home.

(b) Photocopying

Photocopied material issued to students may also be invoiced through the School Account.

(c) Exercise Books/Stationery

The correct number and size of exercise books and folders is available from the Bookstore for purchase prior to the commencement of the academic year. Pens, pencils, rulers, compass sets, pencil cases and other School needs are also available from the Bookstore. Preparatory School students may require a letter from parents/guardians to gain permission to make a purchase at the Bookstore.

(d) Home Lesson Diaries

The School has a standard Home Lesson Diary which is issued to each student in Years 5 to 12. All Years 5–12 students must have their Home Lesson Diary at all classes. **No other School Home Lesson Diary is acceptable.**

31. School Fees

School Fees will be set in the Term prior to the commencement of each year and published on the School website. **Term fees are payable in advance.** If there is any difficulty in relation to payment in advance, contact should be made with the School so that a satisfactory payment arrangement can be made.

The School depends on the cooperation of parents/guardians for prompt payment of all School accounts. This also applies to accounts for bookstore and uniform purchases. An account fee may be charged to any Redeemer Baptist School or Redeemer Baptist Services account where the account balance is not paid by the last day of the calendar month.

It is important that parents/guardians support the commitment which they have made to ensure that the option of Christian Schooling for their children is maintained.

(a) School Fees—Overseas Students

School Fees will be set in the Term prior to the commencement of each year and published on the School website. Annual fees including camp fees and the HSC Fee are payable in advance. Deposits for Bookstore, Uniforms and Excursions are also payable in advance.

32. School Hours

(a) Preparatory School—Pre-Kindergarten and Kindergarten

Pre-Kindergarten

Day's Commencement: 8.15am

Recess Breaks: 9.00am – 9.20am, 10.20am – 10.40am

Day's Conclusion: **12.00 noon**

Optional Extension: 2.45pm (an additional fee applies)

NOTE: Students are to be brought to School **no earlier than 7.45am** and picked up from School by parents/guardians or another adult with written authorisation from parents/guardians **promptly at 12.00 noon or 2.45pm** or After School Care fees will apply (from 2.55pm).

Kindergarten

Day's Commencement: 8.15am sharp.

Parents/guardians will be notified about persistent lateness.

Recess Break: 10.20am

Lunch Break: 12.00 noon

Day's Conclusion: **3.00pm**

NOTE: Students are to be brought to the School **no earlier than 7.45am** and picked up from School by parents/guardians or by another adult with written authorisation from parents/guardians **promptly at 3.00pm** or After School Care fees will apply (from 3.10pm) .

(b) Preparatory School—Modules L & M (Years 1–4)

Day's Commencement: 8.15am sharp.

Parents/guardians will be notified about persistent lateness.

Recess Break: 10.20am

Lunch Break: 12.00 noon (for variations, see timetable)

Day's Conclusion: 3.15pm

(c) Middle and Senior Schools (Years 5–12)

Day's Commencement: 8.15am sharp.

Parents/guardians will be notified about persistent lateness.

Recess Break: 10.25am

Lunch Break: 1.00pm (for variations, see timetable)

Day's Conclusion: 3.15pm

(d) Exceptions—Wednesdays

Modules 0 to 3 (Years 5–11)

Wednesdays finish at **4.45pm** unless students are notified otherwise.

Years 10 & 11 may have Study Hall until 10.00pm as indicated.

Module 4 (Year 12)

Wednesday lessons will finish at 6.00pm unless otherwise notified. Year 12 students will also have Study Hall until 10.00pm most Wednesday evenings.

Years 5-12 students are to arrange suitable transport on Wednesday afternoons/evenings.

33. After School Care for students in the Kindergarten Module

To assist parents/guardians, there is After School Care on the School premises operated by Redeemer Baptist Services Limited and licensed by the NSW Department of Education and Communities. Children are provided with supervision in homework or play activities. The Centre is popular with both parents/guardians and students.

Fees for After School Care will be invoiced on the Redeemer Baptist Services account, **separate from School fees.**

After School Care is available from 2.45pm until 6.00pm. **Parents/guardians must collect children by 6.00pm.** Failure to comply with this requirement may preclude parents/guardians from the facility of enrolling their children in this Service.

If you wish to make further inquiries, or enrol your child in After School Care, please phone **9630 6311**. The **After School Care** Service can be contacted from 2.45pm on **8838 6868**.

34. Homework Club for students in Years 1-6

To assist parents/guardians and for the benefit of students, students may attend Homework Club from 3.15pm until 6.00pm. Students will engage in self-directed, supervised School curriculum activities commencing with assigned homework followed by other activities relevant to the Key Learning Areas interspersed with recreation breaks.

Fees for Homework Club will be invoiced on the Redeemer Baptist School account.

Parents/guardians must collect children by 6.00pm. Failure to comply with this requirement may preclude students from the facility of attending Homework Club.

All students (Years 1-12) who are at School after 3.40pm but not attending a valid School-organised event will be required to attend Homework Club and invoiced accordingly.

To make further inquiries, or to apply for your child to attend Homework Club, please phone **9630 6311**. Homework Club can be contacted after 4.30pm on **8838 6868**.

35. School of Special Tuition

The School provides Special Tuition on request for Preparatory, Middle and Senior School students in all subject areas taking into consideration work already undertaken at school. Tuition occurs outside normal school hours on the School premises. Staff with experience in Special Tuition operate in this School.

Fees are invoiced in addition to normal School Fees on the School account.

If you wish to make further inquiries, or enrol your child in the School of Special Tuition, please call **9630 6311**.

36. School of Music

This School offers tuition in music theory and the following instruments:

Piano	Saxophone	'Cello
Flute	Clarinet	Recorder
Guitar	Violin	

Students may be prepared for AMEB examinations. Tuition in the School of Music may also be in conjunction with HSC requirements for performance.

Tuition may occur within school hours, where appropriate, but most classes will be held outside the normal school day. Tuition is provided on the School premises.

Fees are invoiced in addition to normal School Fees on the School account.

If you wish to make further inquiries, or enrol your child in the School of Music, please call **9630 6311**.

37. The N. F. Cannon School Library

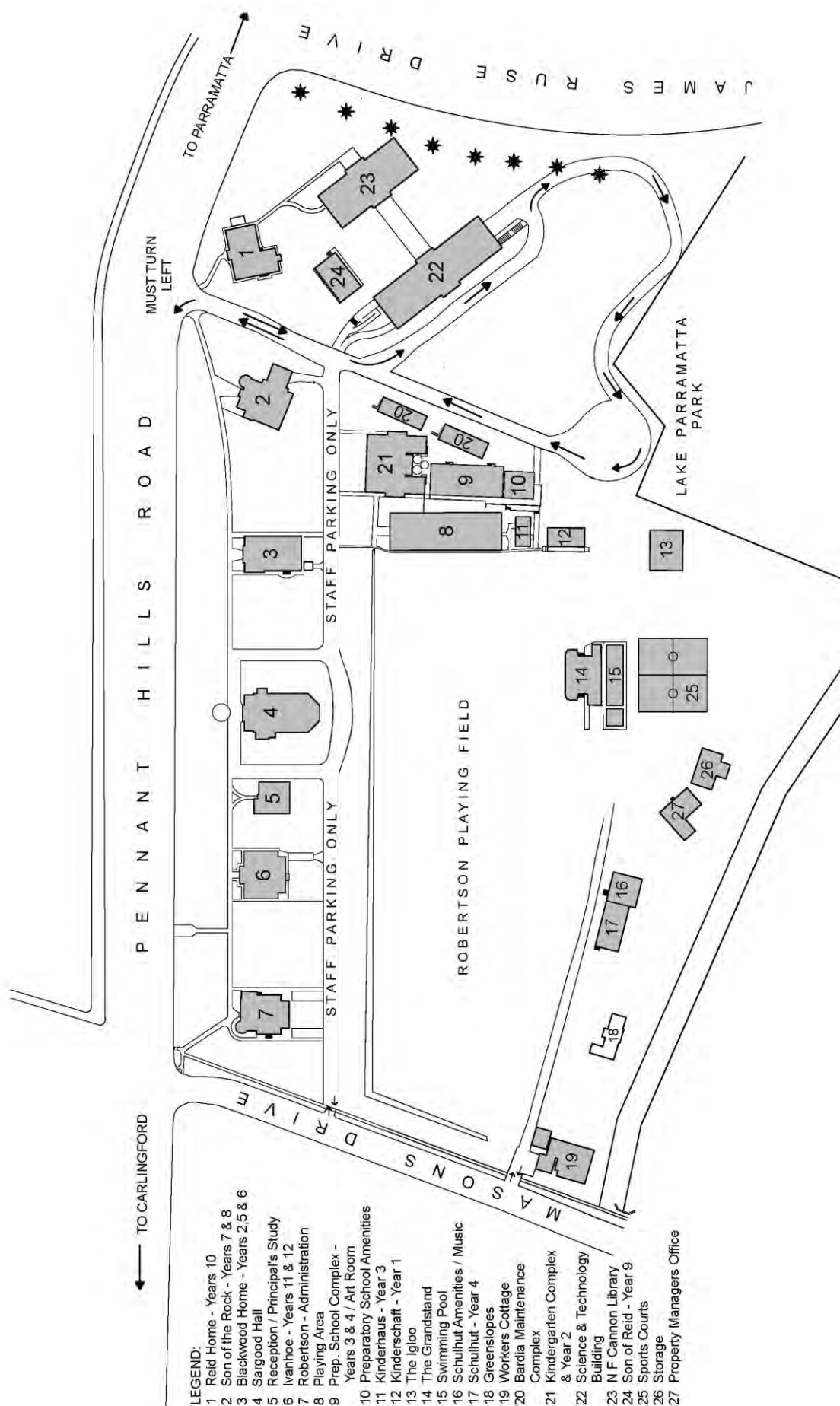
Years 5-12 students may attend the **1st Floor (upstairs) only** of the N. F. Cannon Library for quiet, responsible, self-directed study after School as follows.

- Monday, Thursday and Friday: from 3.15pm until 5.00pm (or as advised)
- Tuesday and Wednesday: from 3.15pm until 6.00pm (or as advised)

The School may require written permission for your child to study after School in the library. If you wish to make further inquiries, or give permission for your child to study in the library after school, please call **9630 6311**. All students must be picked up by the closing time of the Library. Failure to comply with this requirement may preclude a student from using the library for study after School.

When the Library is closed, students remaining at School will be required to attend Homework Club and invoiced accordingly.

38. Plan of the School



39. Contacting the School

- Principal: Jonathan Cannon
- Headmaster: Russell Bailey
- **Telephone:** **(02) 9630 6311** 8:00am–4:30pm
- After School Care: **(02) 8838 6868**
- Fax: (02) 9683 5338
- Email: enquiries@redeemer.org.au
- Website: www.redeemer.nsw.edu.au

40. The School Calendar

A full-colour wall calendar celebrating the life of the School provides information on important events in the School year including dates for School Terms and School holidays. The School Calendar is also published on the School website.